Microsoft Applications for Windows Mobile 6

User Guide

Microsoft Applications for Windows Mobile 6 User Guide

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Revision History

Changes to the original manual are listed below:

Change	Date	Description
-01 Rev A	11/20/08	Initial release.

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About This Guide

Introduction

This guide provides instructions for using Microsoft Windows Mobile 6 applications on Motorola Enterprise Mobility devices.

NOTE This guide covers Windows Mobile 6.0 and 6.1 Professional and Classic operating systems. Not all features described in this guide pertain to all devices. Refer to the device's *User Guide* for supported features.

Screens and windows pictured in this guide are samples and can differ from actual screens.

Documentation Set

The documentation set for Motorola Enterprise Mobility devices is divided into guides that provide information for specific user needs. The guides are:

- **Microsoft Applications for Windows Mobile 6 User Guide** - describes how to use Microsoft developed applications.
- **Enterprise Mobility Application Guide** - describes how to use Motorola developed applications.
- **User Guide** - describes how to use the device.
- **Integrator Guide** - describes how to set up the device and accessories.
- **EMDK Help File** - provides API information for writing applications.

Chapter Descriptions

Topics covered in this guide are as follows:

- *Chapter 1, Getting Started*, explains how to use the Today screen, select programs, and enter information on a Windows Mobile 6 device.
- *Chapter 2, Windows Mobile 6 Settings*, explains how to adjust settings on a Windows Mobile 6 device, including screen brightness, time and regional settings, memory, power, and owner information.

- *Chapter 3, Mobile 6 Applications*, explains how to use Windows Mobile 6 applications such as *Calendar, Notes,* and *Inbox*.
- *Chapter 4, Office Mobile Applications*, explains how to use Windows Mobile 6 applications such as *Mobile Word, Mobile Excel and Mobile PowerPoint*.

Notational Conventions

The following conventions are used in this document:

- "Device" refers to any Motorola Enterprise Mobility computer that runs Windows Mobile 6.0 or 6.1.
- *Italics* are used to highlight specific items in the general text, and to identify chapters and sections in this and related documents.
- **Bold** text is used to highlight the following:
  - Dialog box, window and screen names
  - Drop-down list and list box names
  - Check box and radio button names
  - Icons on a screen.
  - Key names on a keypad
  - Button names on a screen or window.
- bullets (•) indicate:
  - Action items
  - Lists of alternatives
  - Lists of required steps that are not necessarily sequential
- Sequential lists (e.g., those that describe step-by-step procedures) appear as numbered lists.

NOTE This symbol indicates something of special interest or importance to the reader. Failure to read the note will not result in physical harm to the reader, equipment or data.

CAUTION This symbol indicates that if this information is ignored, the possibility of data or material damage may occur.

WARNING! **This symbol indicates that if this information is ignored the possibility that serious personal injury may occur.**

Service Information

If you have a problem with your equipment, contact Motorola Enterprise Mobility Support for your region. Contact information is available at: http://www.motorola.com/enterprisemobility/contactsupport.

When contacting Enterprise Mobility Support, please have the following information available:

- Serial number of the unit

- Model number or product name
- Software type and version number.

Motorola responds to calls by E-mail, telephone or fax within the time limits set forth in support agreements.

If your problem cannot be solved by Motorola Enterprise Mobility Support, you may need to return your equipment for servicing and will be given specific directions. Motorola is not responsible for any damages incurred during shipment if the approved shipping container is not used. Shipping the units improperly can possibly void the warranty.

If you purchased your Enterprise Mobility business product from a Motorola business partner, contact that business partner for support.

Chapter 1 Getting Started

Today Screen

The Today screen displays important information, such as upcoming appointments and status indicators. Tap a section on the screen to open the associated program. Alternatively, tap **Start** > **Today** to display the **Today** screen.

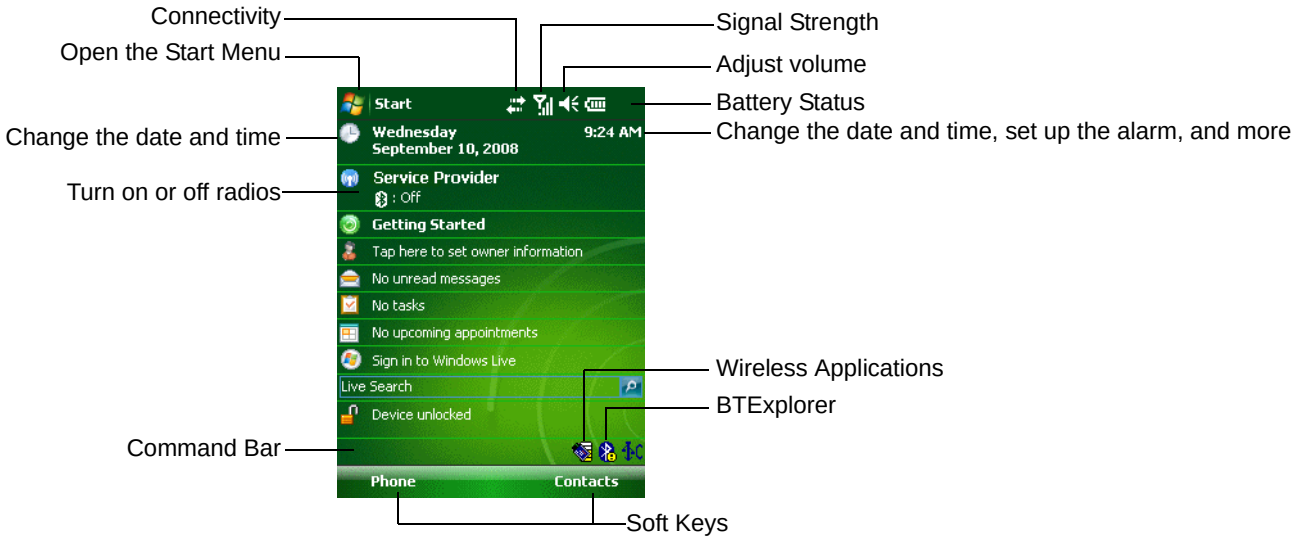


Figure 1-1 *Today Screen*

The **Today** screen displays important information for the day, and varies depending on the device configuration.

To customize the **Today** screen, tap **Start** > **Settings** > **Today** icon. Use the **Appearance** tab to customize the background and the **Items** tab to change the list and order of items that appear on the screen. See *Today on page 2-23*.

Using the Status Bar

The status bar at the top of the screen displays various status icons, and current time.

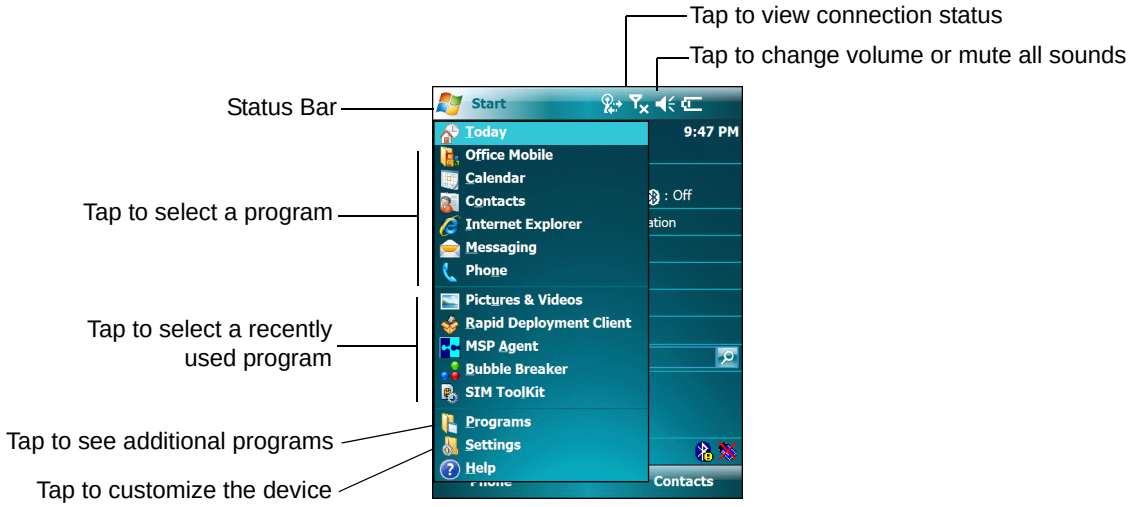


Figure 1-2 *Screen Navigation - Portrait Screens*

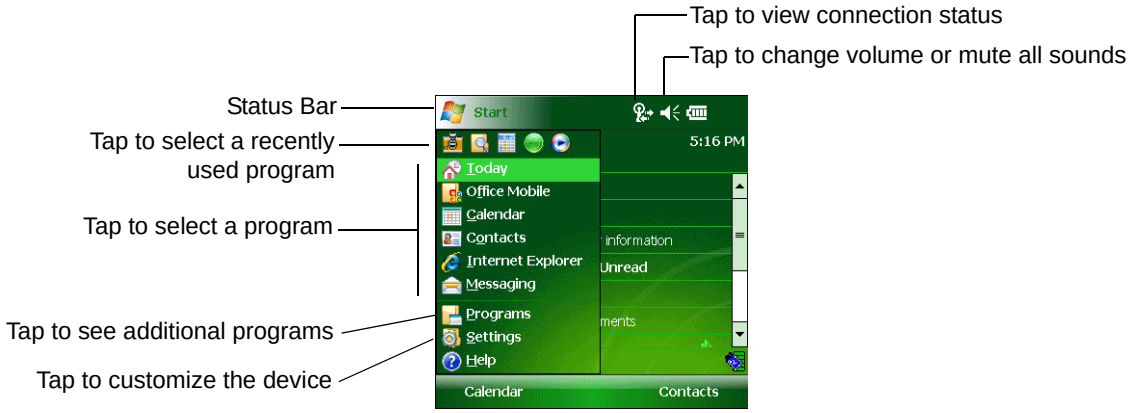


Figure 1-3 *Screen Navigation - Square Screens*

Using the Command Bar

Use the command bar at the bottom of the screen to perform program tasks. The command bar includes menu names, buttons, and the **Input Panel** button. To create a new item in the current program, tap **New**. To see the name of a button, hold the stylus on the button. Drag the stylus off the button to decline the command.

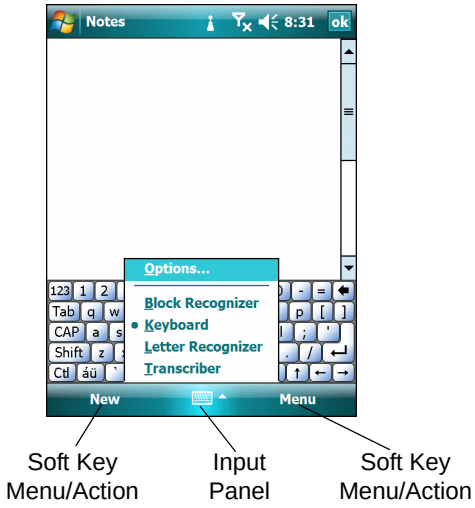


Figure 1-4 *Command Bar*

Soft Keys

Use the soft menu keys on the device, if applicable, keypad to access the menu or action above this key on the screen.

Selecting Programs

To select a program, tap **Start** > **Programs**, then select the program icon. See *Menus on page 2-18* to select which programs appear in the **Start** menu.

Using Pop-up Menus

Use pop-up menus to quickly choose an action for an item. For example, use the pop-up menu in the contact list to delete a contact, make a copy of a contact, or send an e-mail message to a contact. The actions in the pop-up menus vary from program to program.

To access a pop-up menu, hold the stylus on the item on which to perform the action. When the menu appears, lift the stylus and select the action, or tap outside the menu to close it without performing an action.

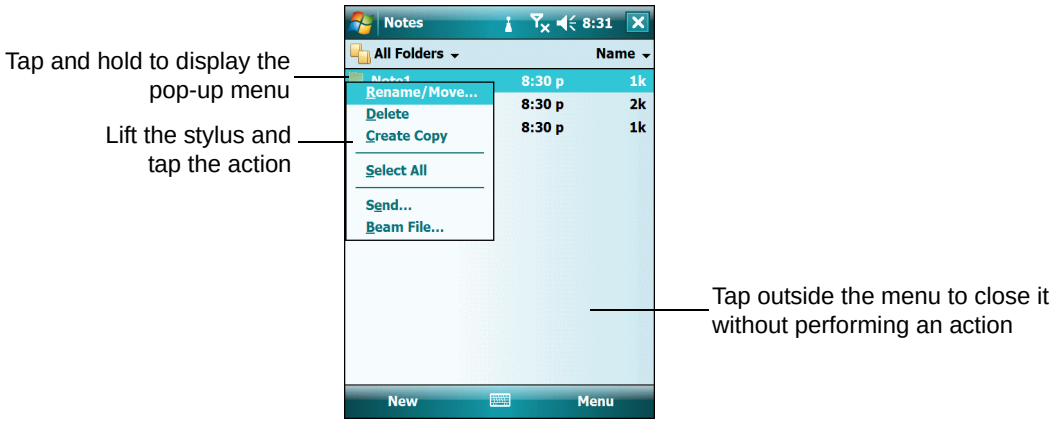


Figure 1-5 *Pop-up Menu*

Notifications

The device provides notifications for appointments and tasks. For example, after setting up an appointment in Calendar, a task with a due date in Tasks, or an alarm in Clock, the device provides a notification in any of the following ways:

- a message box appears on the screen
- a pre-set sound plays
- the device vibrates.

To choose reminder types and sounds for the device, tap **Start** > **Settings** > **Personal** tab > **Sounds & Notifications** icon. Select the desired options. See *Sounds & Notifications on page 2-22*.

Entering Information

To enter information in applications:

- use the keypad (on models with a keypad)
- use the input panel
- write directly on the screen
- draw pictures on the screen
- speak into the microphone to record a message
- scan bar code data.

Entering Information Using the Input Panel

Use the input panel to enter information. Enter information using the soft Keyboard or write using Block Recognizer, Letter Recognizer, or Transcriber. The characters appear as typed text on the screen. See *Input on page 2-6* to customize settings for input methods.

To show or hide the input panel, tap the **Input Panel** button. Tap the arrow next to this button to view and select input methods.

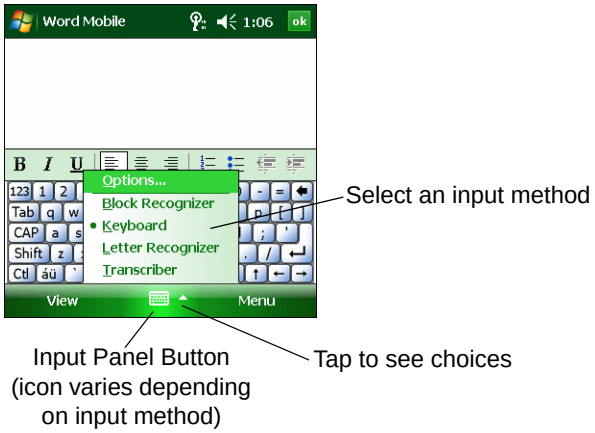


Figure 1-6 *Input Panel Menu*

When using the input panel, the device anticipates the word and displays it above the input panel, if set to do so in *Word Completion on page 2-14*. Tap the displayed word to insert it into the text at the insertion point. With frequent use, the device learns to anticipate more words.

Using the Soft Keyboard

Use the Keyboard input method to enter information by tapping keys with the stylus. To type with the soft Keyboard:

1. Tap the arrow next to the **Input Panel** button, then select **Keyboard**.
2. On the Keyboard, tap the keys with the stylus.

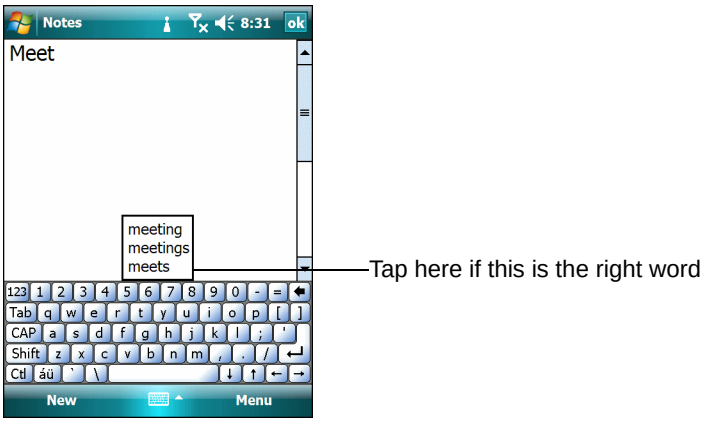


Figure 1-7 *Keyboard Input Panel*

3. Tap the pop-up word to enter this word on the screen, or continuing tapping keys to enter information.

Using Letter Recognizer

Use the Letter Recognizer input method to enter information by writing letters and numbers in a special writing area. To enter information using Letter Recognizer:

1. Tap the arrow next to the **Input Panel** button, then select **Letter Recognizer**.
2. Write letters or numbers in the writing area. Write capital letters in the left side of the writing area, numbers in the right side, and lower case letters in the center.

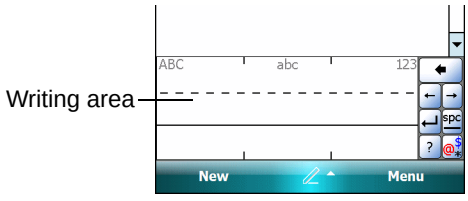


Figure 1-8 *Letter Recognizer Input Panel*

3. Tap the button to open a panel of symbols and special characters to enter, including foreign characters.

Figure 1-9 *Letter Recognizer Symbols*

4. Tap the ... button to return to Letter Recognizer.

When writing a letter, it appears as typed text on the screen. For specific instructions on using Letter Recognizer, with Letter Recognizer open, tap the ? next to the writing area.

See *Letter Recognizer Input Method on page 2-7* to configure Letter Recognizer.

Using Block Recognizer

Use the Block Recognizer input method to enter information by writing letters and numbers in a writing area using special stylus strokes. This requires learning how to write characters in a specific way, but speeds recognition.

To enter information using Block Recognizer:

1. Tap the arrow next to the **Input Panel** button, then select **Block Recognizer**.
2. Write letters in the left side of the writing area (labeled *abc*), or numbers, symbols, special characters, or punctuation in the right side (labeled *123*), using special character strokes. Each written character appears as typed text in the window. *Figure 1-11* provides examples of how to write characters in lowercase.

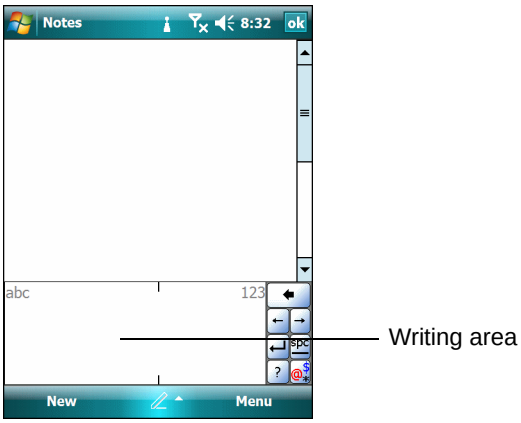


Figure 1-10 *Block Recognizer*

Following are tips for using Block Recognizer:

- To enter an upper case letter, enter an upstroke in the left side of the writing area, and when a cursor appears on the screen write the letter. To enter more than one uppercase letter (to achieve a caps lock), first enter two upstrokes. Enter another upstroke to return to lower case.
- When entering special characters or punctuation, first tap in the right side of the writing area, then enter the character.
- Tap the button to open a panel of symbols and special characters to enter, including foreign characters.

The following chart illustrates some of the characters to write (the dot on each character is the starting point for writing).

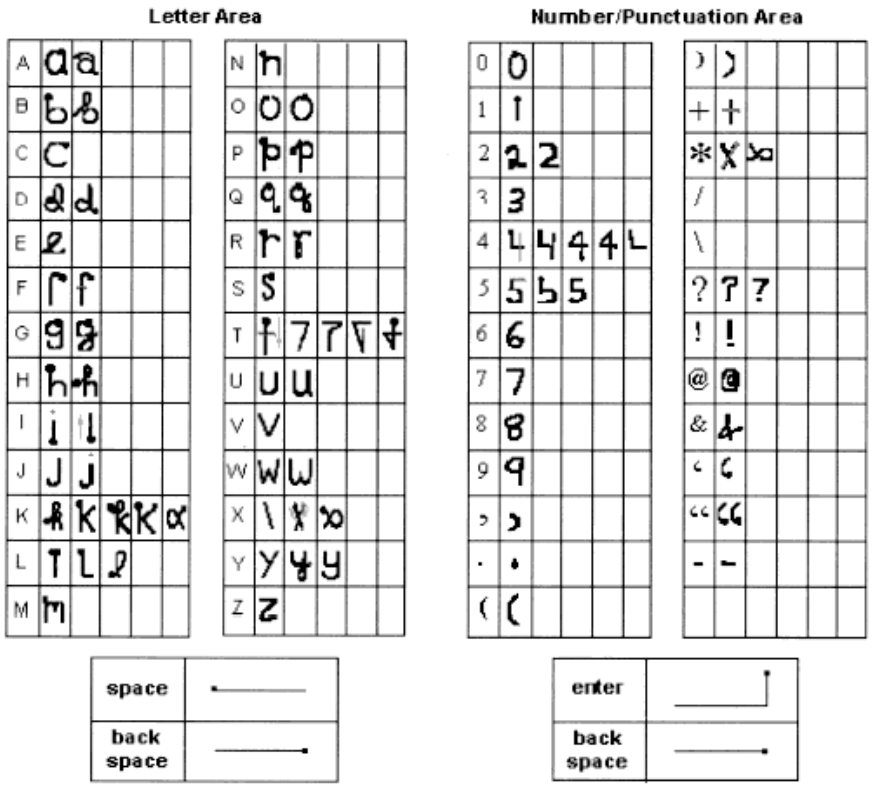


Figure 1-11 *Character Chart*

For specific instructions on using Block Recognizer, with Block Recognizer open, tap ? next to the writing area.

See *Block Recognizer Input Method on page 2-6* to configure Block Recognizer.

Using Transcriber

Use the Transcriber input option to enter information by writing letters and numbers customized to an individual's handwriting style. To enter information using Transcriber:

1. Tap the arrow next to the **Input Panel** button, then select **Transcriber**.

Figure 1-12 *Transcriber Icons*

Table 1-1 *Transcriber Icons*

Icon	Description
	Set options such as writing direction and inking. See *Transcriber Input Method on page 2-8*.
	Adapt a writing style to optimize recognition. See *Transcriber Input Method on page 2-8*.
	Quickly input numbers, punctuation, and other symbols.
	Select a recognition mode: Alpha mode (**a**): Default mode for handwriting recognition. Numeric mode (**123**): Allows numbers and some letters, and activates the Calculator. Uppercase mode (**A**): Capitalizes all letters.
	Inserts a space at the cursor.
	Inserts a return at the cursor.
	Moves the cursor one space to the left.
	Moves the cursor one space to the right.
	Erases the character to the left of the cursor.
	Opens the help file.

2. To open a customized letter shapes file to speed recognition, tap . See *Transcriber Input Method on page 2-8* to create a letter shapes file.
3. Tap **File** > **Open...** and tap the file to open it.

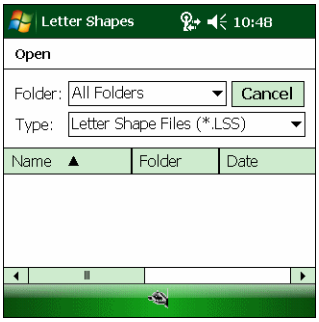


Figure 1-13 *Opening Letter Shapes File*

4. Tap **ok**.
5. Write anywhere on the screen. Transcriber changes the written characters to typed characters. For specific instructions on using Transcriber, with Transcriber open, tap .

See *Transcriber Input Method on page 2-8* to configure Transcriber.

Writing on the Screen

In some programs that accept writing, such as Notes and the **Notes** tab in Calendar, Contacts, and Tasks, use the stylus to write directly on the screen.

To write on the screen, tap **Menu** > **Draw** to switch to writing mode. Lines appear on the screen for guidance.

Figure 1-14 *Writing on the Screen*

Writing Tips

- Write neatly.
- Write on the lines and draw descenders below the line. Cross off the “t” and write apostrophes below the top line so they are not confused with the word above. Write periods and commas above the line.
- For better recognition, increase the zoom level to 300% using **Menu** > **Zoom**.
- Leave large gaps between words so the device can easily tell where words begin and end.
- Hyphenated words, foreign words that use special characters such as accents, and some punctuation cannot be converted.

Selecting Text

To edit or format typed text, select it by dragging the stylus across the text. Cut, copy, and/or paste text by holding the selected words and selecting an editing command on the pop-up menu, or by tapping **Menu**.

Selecting Writing

To select writing to edit or format:

1. Tap and hold the stylus next to the writing to select until the insertion point appears.
2. Drag the stylus across the writing.

Tap **Menu** > **Undo Ink** to erase accidental writing, and try again.

Cut, copy, and paste written text in the same way as with typed text: tap and hold the selected words, then select the command from the pop-up menu, or select the command from **Menu**.

Drawing on the Screen

Drawing on the screen is similar to writing on the screen. To create a drawing:

1. Tap **Menu** > **Draw**. Lines appear on the screen.
2. Cross three ruled lines on the first stroke. A drawing box appears.
3. Draw strokes in or touching the drawing box to include the strokes in the drawing. Drawings that do not cross three ruled lines are treated as writing.

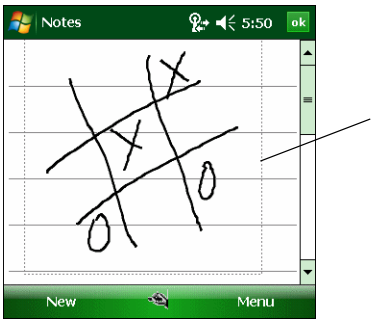


Figure 1-15 *Drawing on the Screen*

To change the zoom level, select a level from **Menu** > **Zoom**.

Manipulating a Drawing

To manipulate a drawing:

- To select a drawing to edit or format, tap **Menu** > **Draw** and drag the stylus over the drawing. Selection handles appear.
- To resize a drawing, drag a selection handle.
- To cut, copy, and paste drawings, tap and hold the selected drawing, then select an editing command on the pop-up menu, or select the command from **Menu**.

Recording a Message

Record a message to capture thoughts, reminders, and phone numbers. In Calendar, Tasks, and Contacts, include the recording in the **Notes** tab. In the Notes program, either create a stand-alone recording or include a recording in a written note.

To create a recording:

1. Tap **Start** > **Programs** > **Notes** to open the Notes application.
2. Tap **Menu** > **View Recording Toolbar**.
3. Tap the **Record** button (the circle) to begin recording.
4. Speak into the device's microphone, or hold the microphone near another source of sound.

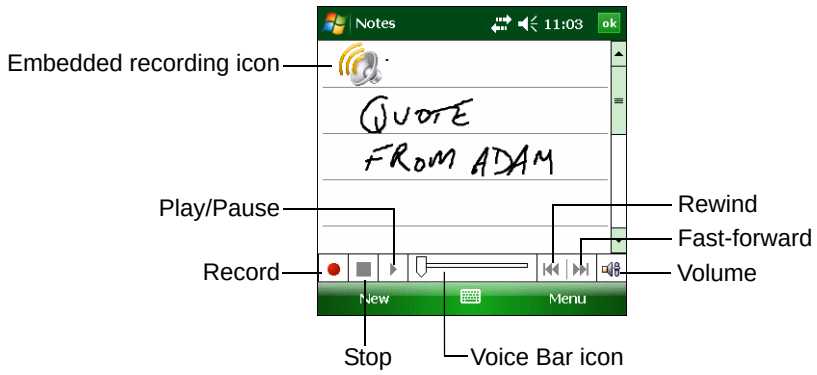


Figure 1-16 *Recording Window*

5. Tap the **Stop** button when finished. The new recording appears in the note list or as an embedded icon.
6. To play a recording, tap it in the list or tap the embedded icon in the note.

Using My Text

When using Messaging or MSN Messenger, use My Text to quickly insert preset or frequently used messages into the text entry area. To insert a message:

1. Tap **Start** > **Messaging** to open Inbox.
2. Open a new message or chat.
3. Tap **Menu** > **My Text** and select a message.

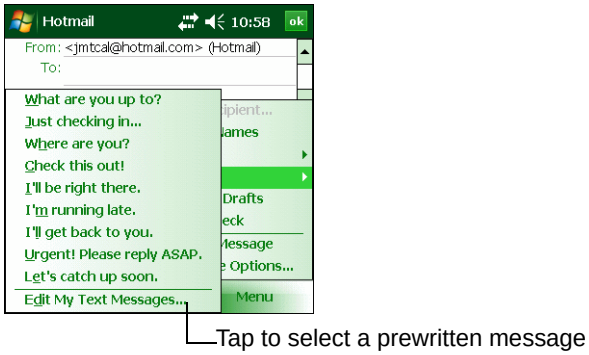


Figure 1-17 *Using My Text*

4. If desired, add text after the My Text message by tapping at the end of the message and inserting text using the input panel.

   To edit a My Text message, tap **Menu** > **My Text** > **Edit My Text Messages...** . Select the message to edit and make the changes.

Finding Information

To locate information on the device, use the Search application or File Explorer.

Search

The Search application locates information. To use Search:

1. Tap **Start** > **Programs** > **Search** icon.

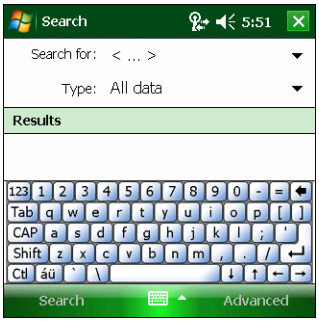


Figure 1-18 *Search Window*

2. Enter the text to find in the **Search for:** field.
3. Select a data type from the **Type:** drop-down list. To find information taking up storage space on the device, select **Larger than 64 KB**.
4. Tap **Search**. All information containing the text entered in the **Search for:** field appears in the **Results** area.

File Explorer

Use File Explorer to find files and organize them into folders. Tap **Start** > **Programs** > **File Explorer**.

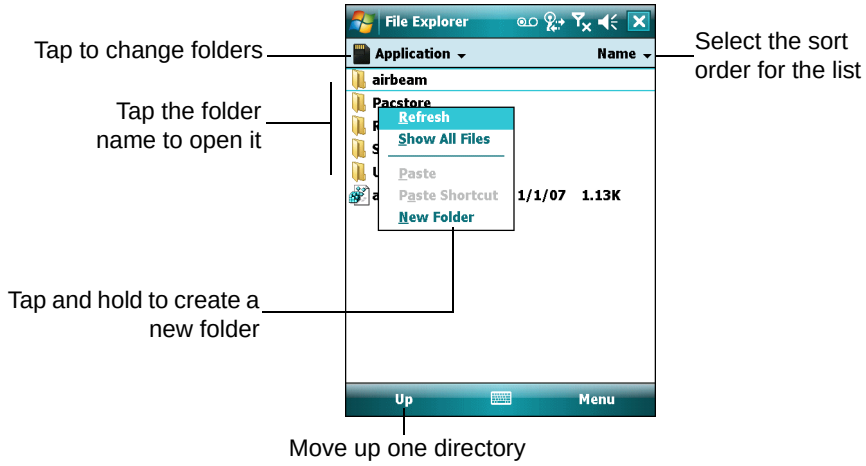


Figure 1-19 *File Explorer Window*

Use File Explorer to perform the following:

- Browse folders to locate a file by tapping folders to open them, or using the **Show** menu (labeled **My Device** by default) to close folders.
- To list folders and files alphabetically or by date, size, or type, tap the **Sort By** menu (labeled **Name** by default), then select an option to sort by.
- To move a file, tap and hold the file, then select **Cut** or **Copy**. Navigate to a different folder, tap and hold the screen, then select **Paste** on the pop-up menu.
- To create a new folder, tap and hold the screen and select **New Folder** on the pop-up menu, or tap **Menu** > **New Folder**, then name the folder using the input panel.
- To delete a file or folder, tap and hold the item to delete, then select **Delete**.
- To view the contents of an inserted storage card, navigate to **Storage Card** under **My Device** in the **Show** menu.
- To enter a network path, tap **Menu** > **Open Path** > **New Path**.

Chapter 2 Windows Mobile 6 Settings

Introduction

For Windows Mobile 6 devices, this chapter provides device setting adjustments and customization instructions for setting options such as selecting programs to appear in the **Start** menu, setting input method options, and customizing device sounds.

Adjusting Settings

To view available options for device settings, tap **Start** > **Settings**. Adjust settings in either the **Personal** tab or the **System** tab.

NOTE Available settings vary depending on the device.

Personal Tab

Table 2-1 lists the applications available in the **Personal** tab.

Table 2-1 *Personal Tab Icons*

Icon	Name	Description
	Buttons	Assign an application to a key to open a frequently used application by pressing one key. See *Buttons on page 2-5* for more information.
	Input	Set options for each of the input methods. See *Input on page 2-6* for more information.
	Lock	Set a password for the mobile computer. See *Lock on page 2-16* for more information.

Table 2-1 *Personal Tab Icons*

Icon	Name	Description
	Menus	Set what programs appear in the Start menu. See *Menus on page 2-18* for more information.
	Owner Information	Enter personal information on the mobile computer. See *Owner Information on page 2-19* for more information.
	Phone	Make and receive calls, switch between calls, and set up conference calling. See *Phone on page 2-21* for more information.
	Sounds & Notifications	Enable sounds for events, notifications, and more, and set the type of notification for different events. See *Sounds & Notifications on page 2-22* for more information.
	Today	Customize the appearance and the information to be displayed on the Today screen. See *Today on page 2-23* for more information.

System Tab

Table 2-2 lists the applications available in the **System** tab.

Table 2-2 *System Tab Icons*

Icon	Name	Description
	About	This is where you can see basic information such as the Windows Mobile® version and type of processor used on the mobile computer. You can also specify a name for the mobile computer. See *About on page 2-25* for more information.
	Backlight	Set the backlight timeout and adjust brightness. See *Backlight on page 2-27* for more information.
	Certificates	See information about certificates that are installed on the mobile computer. See *Certificates on page 2-29* for more information.
	Clock & Alarms	Set the device clock to the date and time of your locale or to a visiting time zone when you're traveling. Alarms can also be set at specified days and times of a week. See *Clock and Alarms on page 2-31* for more information.
	Customer Feedback	Submit feedback on the Windows Mobile 6 software. See *Customer Feedback on page 2-34* for more information.
	Encryption	Allow files on your storage card to be encrypted. Encrypted files will be readable only on your device. See *Encryption on page 2-35* for more information.

Table 2-2 *System Tab Icons*

Icon	Name	Description
	Error Reporting	Enable or disable the device's error reporting function. When this function is enabled and a program error occurs, technical data about the state of the program and your computer will be logged in a text file and delivered to Microsoft's technical support if you choose to send it. See *Error Reporting on page 2-36* for more information.
	External GPS	Set the appropriate GPS communication ports, if required. You may need to do this when there are programs on your device that access GPS data or you have connected a GPS receiver to the mobile computer. See *External GPS on page 2-37* for more information.
	GPS Setup	Configure Secure User Plane Location (SUPL) protocol with GPS enabled devices. Refer to the device's user guide for more information. See *GPS Setup on page 2-40* for more information.
	Keylight	Set the keylight timeout. See *Keylight on page 2-41* for more information.
	Managed Programs	Lists applications that have been installed remotely by your system administrator. See *Managed Programs on page 2-43* for more information.
	Memory	Check the device memory allocation status and memory card information. You can also stop currently running programs. See *Memory on page 2-44* for more information.
	Power	Check the remaining battery power. You can also set the timeout for turning off the display (switching device to Sleep mode) to conserve battery power. See *Power on page 2-46* for more information.
	Regional Settings	Set the regional configuration to use, including the format for displaying numbers, currency, date, and time on the mobile computer. See *Regional Settings on page 2-49* for more information.
	Remove Programs	Remove programs that you installed on the mobile computer. See *Remove Programs on page 2-51* for more information.
	Screen	Change the screen orientation, re-calibrate the screen, and change the screen text size. See *Screen on page 2-52* for more information.
	System Info	Displays the mobile computer's software and hardware information. See *System Info on page 2-54* for more information.
	Task Manager	Enables viewing of memory and CPU allocations and stops running processes. See *Task Manager on page 2-57* for more information.
	Windows Update	Link to Microsoft's web site and update Windows Mobile® on your device with the latest security patches or fixes. See *Windows Update on page 2-58* for more information.

Connections Tab

Table 2-3 lists the applications available in the **Connections** tab.

Table 2-3 *Connection Tab Icons*

Icon	Name	Description
	Beam	Set the mobile computer to receive incoming IrDA beams. See *Beams on page 2-59* for more information.
	Bluetooth	Launches the Bluetooth application. Refer to the device's User Guide for more information.
	Connections	Set up one or more types of modem connections for your device, such as phone dial-up, GPRS, Bluetooth, and more, so that your device can connect to the Internet or a private local network. See *Connections on page 2-60* for more information.
	Domain Enroll	Make your device an AD domain member for device management and security. See *Domain Enroll on page 2-62* for more information.
	USB to PC	Enables or disables the enhanced network connectivity. See *USB to PC on page 2-63* for more information.
	Wi-Fi	Setup wireless network connection and customerize settings. See *Wi-Fi on page 2-64* for more information.
	Wireless Manager	Enables or disables the mobile computer's wireless radios and customizes Wi-Fi, Bluetooth and Phone settings. See *Wireless Manager on page 2-66* for more information.

Buttons

Use the **Buttons** windows to assign an application to a key to open a frequently used application by pressing one key.

Program Buttons

To assign an application to a key on the keypad:

1. Tap **Start** > **Settings** > **Personal** tab > **Buttons** icon > **Program Buttons** tab.

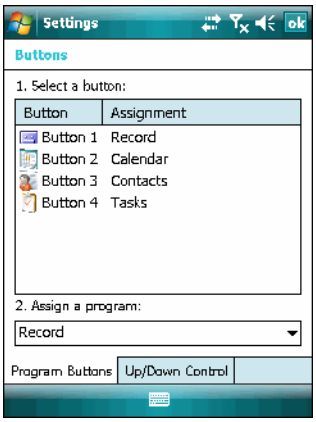


Figure 2-1 *Buttons Window - Program Buttons Tab*

2. Select a button from the **Select a button:** list.
3. Select a key or application from the **Assign a program:** drop-down list.
4. Tap **ok**.

Up/Down Control

To set the key repeat rate:

1. Tap **Start** > **Settings** > **Personal** tab > **Buttons** icon > **Up/Down Control** tab.

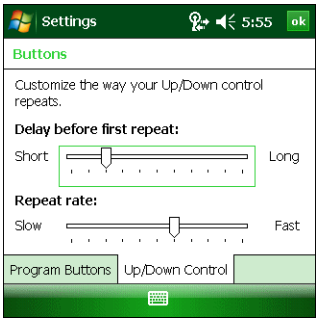


Figure 2-2 *Buttons Window - Up/Down Control Tab*

2. Adjust the **Delay before first repeat:** slide bar to change the time elapsed before scrolling begins.
3. Adjust the **Repeat rate:** slide bar to change the time it takes to scroll from one item to the next.

4. Tap **ok**.

Input

Use the **Input** windows to set input method options.

Keyboard Input Method

Use the Keyboard input method to enter information by tapping keys with the stylus. See *Using the Soft Keyboard on page 1-5*. To set options for the Keyboard input method:

1. Tap **Start** > **Settings** > **Personal** tab > **Input** icon > **Input Method** tab.
2. Select **Keyboard** from the **Input method:** drop-down list.

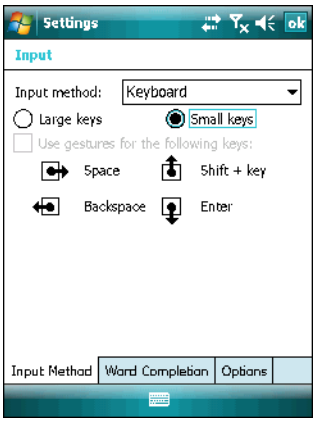


Figure 2-3 *Input Window - Input Method Tab, Keyboard*

3. Select the **Large keys** or **Small keys** radio button to set the size of the Keyboard's keys.
4. If selecting the **Large keys** radio button, tap the **Use gestures for the following keys:** check box to use stylus strokes to enter the keys specified in the **Input** window.

Block Recognizer Input Method

Use the Block Recognizer to convert writing to typed text on the screen. See *Using Block Recognizer on page 1-6*. To set options for the Block Recognizer input method:

1. Tap **Start** > **Settings** > **Personal** tab > **Input** icon > **Input Method** tab.
2. Select **Block Recognizer** from the **Input method:** drop-down list.

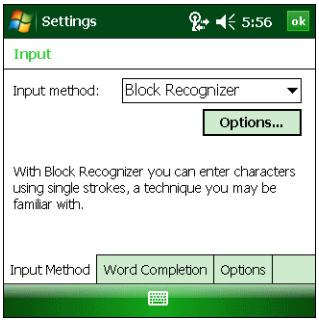


Figure 2-4 *Input Window - Input Method Tab, Block Recognizer*

NOTE There are currently no Block Recognizer customization settings available in **Options...** .

Letter Recognizer Input Method

Use the Letter Recognizer to convert writing to typed text on the screen. See *Using Letter Recognizer on page 1-5*. To set options for the Letter Recognizer input method:

1. Tap **Start** > **Settings** > **Personal** tab > **Input** icon > **Input Method** tab.
2. Select **Letter Recognizer** from the **Input method:** drop-down list.

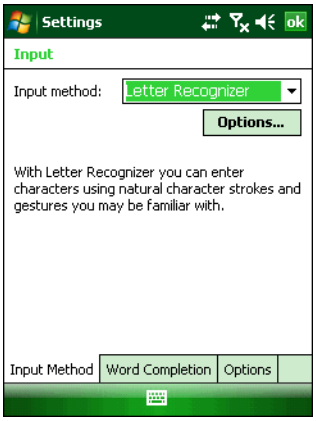


Figure 2-5 *Input Window - Input Method Tab, Letter Recognizer*

3. Tap **Options...** .

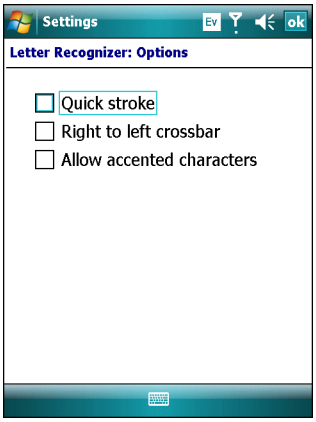


Figure 2-6 *Letter Recognizer Options*

4. Select the **Quick stroke** check box to write letters using one stroke. This requires learning a new way to write letters.
5. Select the **Right to left crossbar** check box if you cross “t”, “f”, and “+” from right to left.
6. Select the **Allow accented characters** check box to enable the recognizer to predict whether entered characters use accent marks.

Transcriber Input Method

Use the Transcriber input method to convert handwriting to typed text on the screen. See *Using Transcriber on page 1-7*. To set options for the **Transcriber** input method:

1. Tap **Start** > **Settings** > **Personal** tab > **Input** icon > **Input Method** tab.
2. Select **Transcriber** from the **Input method:** drop-down list.

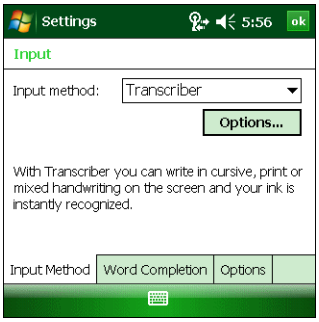


Figure 2-7 *Input Window - Input Method Tab, Transcriber*

3. Select **Options...** to customize the **Transcriber** for your handwriting.

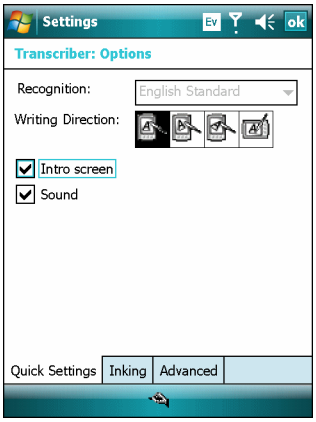


Figure 2-8 *Transcriber Options - Quick Settings Tab*

4. On the **Quick Settings** tab, select the alphabet used for writing from the **Recognition:** drop-down list.
5. Next to **Writing Direction:** select the direction closely representing the writing angle when forming letters. Select the last option to change the screen orientation for recognition when writing in landscape mode.
6. Select the **Intro Screen** check box to view an informative introduction dialog box when using **Transcriber**.
7. Select the **Sound** check box to use sound to indicate recognition.
8. Tap the **Inking** tab.

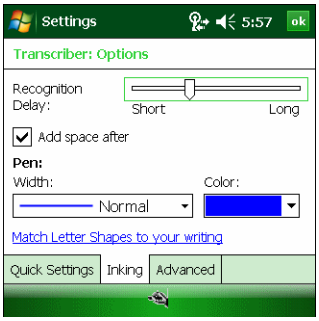


Figure 2-9 *Transcriber Options - Inking Tab*

9. Use the slide bar to select how long the Transcriber takes to recognize writing after completion. Shorten the delay to speed recognition as you become more comfortable with **Transcriber**.
10. Select whether **Transcriber** adds a space after each recognized word.
11. Select the width and color of pen strokes using the drop-down lists.
12. Tap **Match Letter Shapes to your writing** to familiarize **Transcriber** with the different ways you write letters, numbers, and special characters, enabling Transcriber to work faster and more accurately.

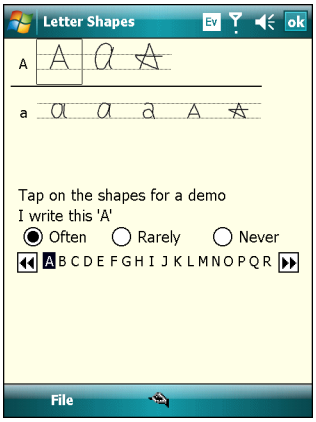


Figure 2-10 *Transcriber Options - Letter Shapes*

NOTE Creating a letter file is optional, as Transcriber can use a default file, but recommended to optimize recognition of an individual's handwriting.

To update an existing letter shape file (rather than create a new file), tap **File** > **Open...** and tap the file to open it.

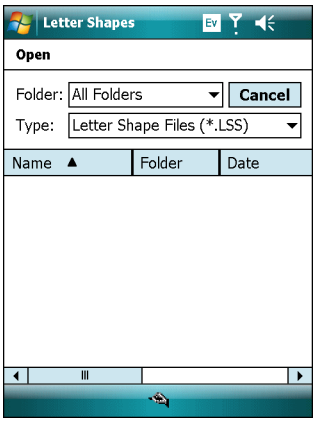


Figure 2-11 *Transcriber Options - Open Letter Shapes File*

13. Tap each character in the list on the **Letter Shapes** window (*Figure 2-10*), using the double arrows to scroll through character selections. Select an option representing how to write that character, then select whether you use that method of writing the letter often, rarely, or never.
14. Tap **File** > **Save ...** to save the set of letter shapes, recommended if more than one person uses the device.

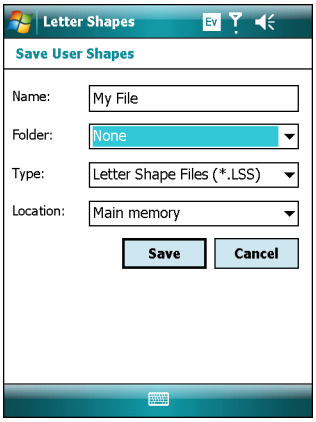


Figure 2-12 *Transcriber Options - Save Letter Shapes File*

15. Enter a name for the file, then select the folder, type of file, and location (main memory, application, or platform) using the drop-down lists.
16. Tap **Save**.
17. Tap **ok** to return to the **Inking** tab.
18. Tap the **Advanced** tab.

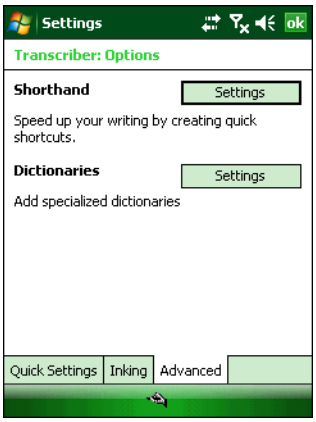


Figure 2-13 *Transcriber Options - Advanced Tab*

19. Tap **Shorthand Settings** to automatically expand a short word into a longer word, insert data such as a date, or run a program.

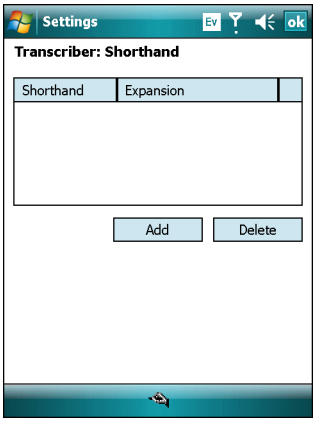


Figure 2-14 *Transcriber Options - Shorthand*

20. In the **Shorthand** window, tap **Add** to add shorthand settings.

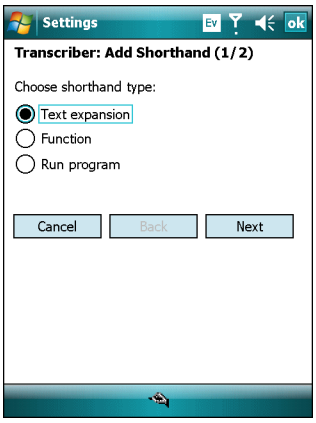


Figure 2-15 *Transcriber Options - Add Shorthand*

21. To enter words to automatically expand when written, select the **Text expansion** radio button, then tap **Next**.

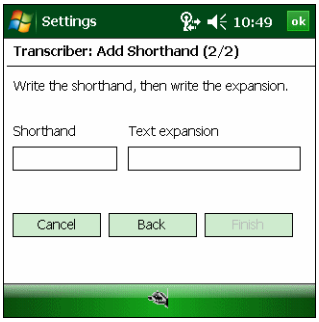


Figure 2-16 *Transcriber Options - Shorthand Text Expansion*

22. Tap in the **Shorthand** field, then write the shortened version of the word to expand.

23. Tap in the **Text expansion** field, and write the expanded word.

24. Tap **Finish**.

25. Tap **Add**.

26. In the **Add Shorthand** window (*Figure 2-15*), select the **Function** radio button then tap **Next** to assign a shorthand to a function.

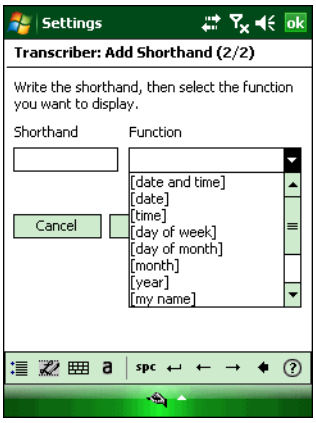


Figure 2-17 *Transcriber Options - Function Shorthand*

27. Tap in the **Shorthand** field, then write the shorthand to assign to a function.
28. Select the function from the **Function** drop-down list.
29. Tap **Finish.**
30. Tap **Add**.
31. In the **Add Shorthand** window (*Figure 2-15*), select the **Run program** radio button then tap **Next** to assign a shorthand to a program to run.

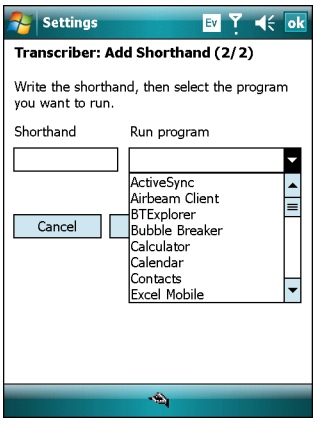


Figure 2-18 *Transcriber Options - Run Program Shorthand*

32. Tap in the **Shorthand** field, then write the shorthand to assign to a program.
33. Select the program from the **Run program** drop-down list.
34. Tap **Finish**.
35. Tap **ok**.
36. Tap **Dictionaries Settings** on the **Advanced** tab (*Figure 2-13*) to select the default dictionary or personal dictionaries to optimize word recognition. See *Creating Dictionaries on page 2-14* for information on creating a personal dictionary.

Figure 2-19 *Transcriber Options - Dictionaries*

37. Check the dictionaries to use in recognition.
38. Tap **ok**.

Creating Dictionaries

To create a personalized dictionary:

1. On a host computer, open a text program such as Notepad.
2. Enter each dictionary word on a separate line.
3. Select **File** > **Save as**.
4. In the **Save as type** box, select **All Files**, then name the file using a .dct extension.
5. Using an ActiveSync connection, copy the file to the My Device\My Documents\Dictionaries folder on the device. The file appears in the **Transcriber: Dictionaries** window (*Figure 2-19*) for selection.

Word Completion

Use the **Word Completion** tab to adjust how suggested words pop up in a window above the input panel.

1. Tap **Start** > **Settings** > **Personal** tab > **Input** icon > **Word Completion** tab.

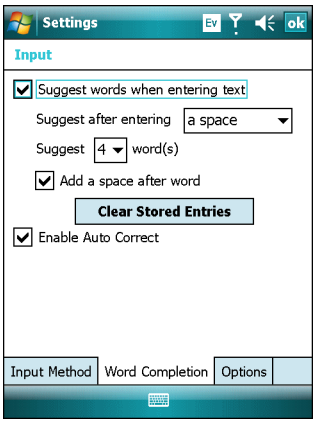


Figure 2-20 *Input Window - Word Completion Tab*

2. Make the desired changes to the settings.
3. Tap **ok**.

Options

Use the **Options** tab to adjust preferences for writing and recording.

1. Tap **Start** > **Settings** > **Personal** tab > **Input** icon > **Options** tab.

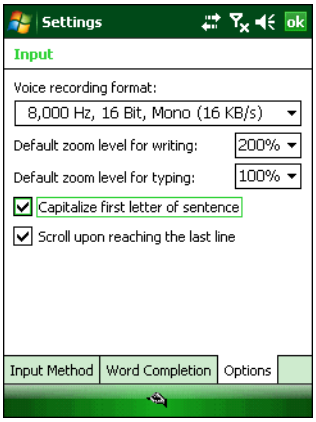


Figure 2-21 *Input Window - Options Tab*

2. Make the desired changes to the settings.
3. Tap **ok**.

Lock

Use the **Password** window to set a password to disable unauthorized access to the device.

Password

If the device is configured to connect to a network, use a strong (difficult to figure out) password to help protect network security. Password cracking tools continue to improve and the computers used to crack passwords are more powerful than ever.

1. Tap **Start** > **Settings** > **Personal** tab > **Lock** icon > **Password** tab.

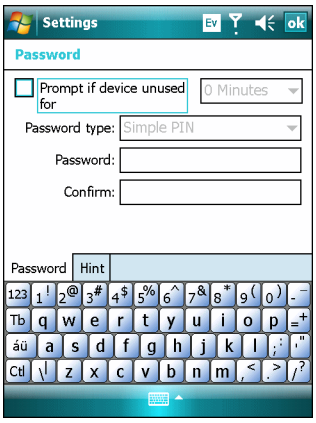


Figure 2-22 *Password Window - Password Tab*

2. Select **Prompt if device unused for** check box to enable password protection.
3. From the drop-down list, select a time value for the protection to take affect after non-use.
4. From the **Password type:** drop-down list, select either **Simple 4 digit** or **Strong alphanumeric**.
5. For a simple password, enter a four-digit password in the **Password** field.

   For a stronger password:

   a. Enter a seven character password in the **Password:** field. A strong password must contain at least seven characters that are a combination of uppercase and lowercase letters, numerals, and punctuation.

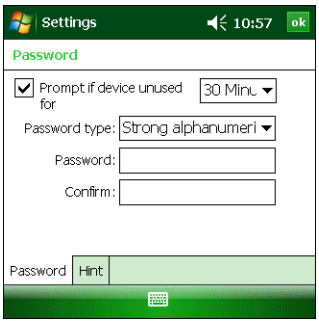


Figure 2-23 *Strong Password*

   b. Re-enter the password in the **Confirm:** field.

6. Tap **ok**.

Hint

To set a hint to remember the password:

1. Tap **Start** > **Settings** > **Personal** tab > **Password** icon > **Hint** tab.

Figure 2-24 *Password Window - Hint Tab*

2. In the text box, enter a password hint for a password reminder.
3. Tap **ok**.

Menus

Use the **Menus** window to change the items that appear in the **Start** menu.

1. Tap **Start** > **Settings** > **Personal** tab > **Menus** icon.

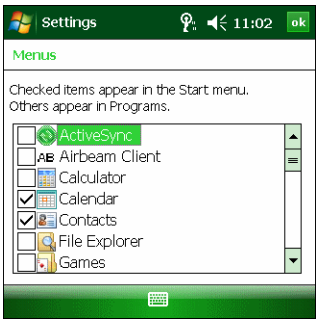


Figure 2-25 *Menus Window*

2. Select up to seven programs to appear in the **Start** menu.
3. Tap **ok**.

To create subfolders and shortcuts to appear under the **Start** menu:

1. In ActiveSync on the host computer, click **Explore**.
2. Double-click **My Windows Mobile-based Device**.
3. Double-click **Windows**.
4. Double-click **Start Menu**.
5. Create the folders and shortcuts. The folders appear in the **Start Menu** after synchronization.

Owner Information

Use the **Owner Information** window to enter information about the device owner. The information can appear when the device is turned on.

Identification

To enter personal information:

1. Tap **Start** > **Settings** > **Personal** tab > **Owner Information** icon > **Identification** tab.

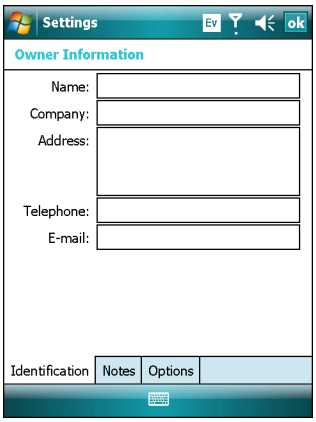


Figure 2-26 *Owner Information Window - Identification Tab*

2. Fill in or edit the data as desired.
3. Tap **ok**.

Notes

To add more information about the owner:

1. Tap **Start** > **Settings** > **Personal** tab > **Owner Information** icon > **Notes** tab.

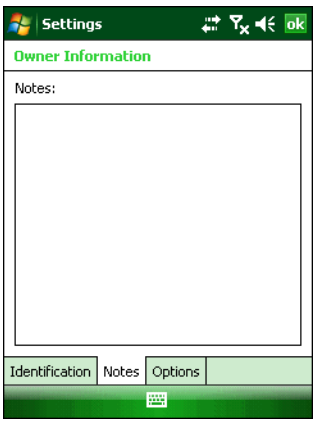


Figure 2-27 *Owner Information Window - Notes Tab*

2. Enter information in the **Notes:** text box.
3. Tap **ok**.

Options

To display information when starting the device:

1. Tap **Start** > **Settings** > **Personal** tab > **Owner Information** icon > **Options** tab.

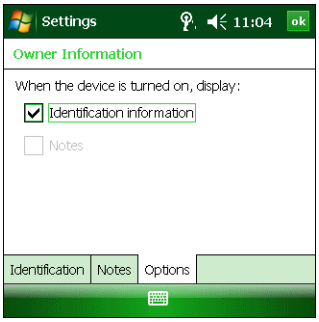


Figure 2-28 *Owner Information Window - Options Tab*

2. To have owner information display when starting the device, select the **Identification information** and/or **Notes** check box(es).
3. Tap **ok**.

   After entering the information and selecting the **Identification information** and/or **Notes** check box(es), the **Welcome** window appears whenever the device powers on.

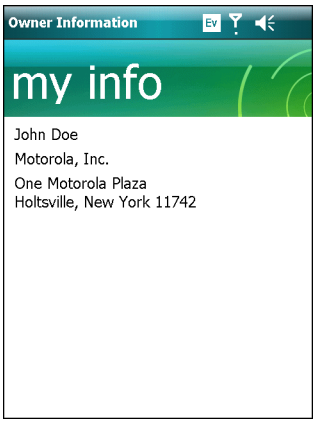


Figure 2-29 *Welcome Window*

Phone

NOTE Screens may vary depending upon product and carrier. Refer to your product user and integrator guides for specific information.

Use the **Phone Settings** window to customize settings, such as the ring type and ring tone for incoming calls, security options, and other options depending on the type of service.

- Phone tab - Use the **Phone** tab to customize ring type, ring tone, keypad tone, and security options.
- Services tab - Use the **Services** tab to configure settings for subscribed phone services.
- Network tab - Use the **Network** tab to view available networks, determine the order in which the phone accesses another network if the current network is unavailable, and specify whether to change networks manually or automatically.
- Phone Info tab - Use the **Phone Info** tab to view hardware and software information about the phone.

Sounds & Notifications

Use the **Sounds & Notifications** window to set event sounds and notification options.

Sounds

To enable event sounds:

1. Tap **Start** > **Settings** > **Personal** tab > **Sounds & Notifications** icon > **Sounds** tab.

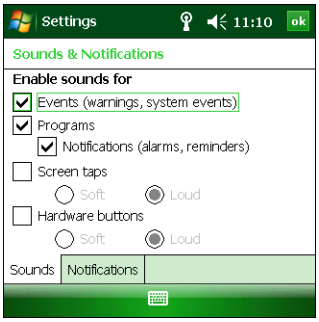


Figure 2-30 *Sounds & Notifications Window - Sounds Tab*

2. Select the desired **Enable Sounds for** options.

NOTE Turning off sounds saves power and prolongs battery life.

3. Tap **ok**.

Notifications

Use the **Notifications** tab to customize notification about different events.

1. Tap **Start** > **Settings** > **Personal** tab > **Sounds & Notifications** icon > **Notifications** tab.

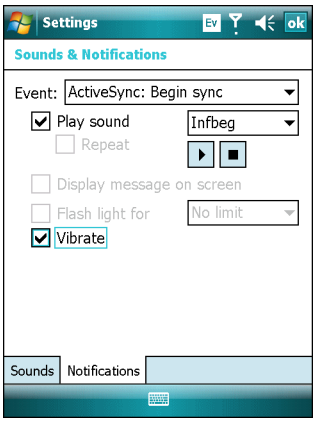


Figure 2-31 *Sounds & Notifications Window - Notifications Tab*

2. Select the event name from the **Event:** drop-down list.
3. Choose how you want to be notified by selecting the appropriate check boxes. You can choose from several options, such as sound, a message, a flashing light, or vibrate.

4. Tap **ok**.

Today

Use the **Today** window to customize the **Today** screen.

Appearance

To change the appearance of the **Today** screen:

1. Tap **Start** > **Settings** > **Personal** tab > **Today** icon > **Appearance** tab.

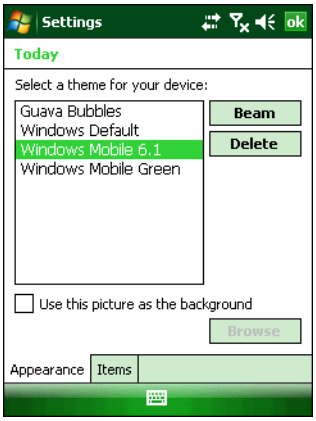


Figure 2-32 *Today Window - Appearance Tab*

2. Select the desired theme for the **Today** screen background. To use a customized background, select the **Use this picture as the background** check box and tap **Browse** to locate the desired file on the device.
3. To beam a theme to another device, select the desired theme and tap **Beam**. This feature is only available on devices with infrared capabilities.
4. To delete a theme, select the desired theme and tap **Delete**.
5. Tap **ok**.

Items

To select items that appear on the **Today** screen:

1. Tap **Start** > **Settings** > **Personal** tab > **Today** icon > **Items** tab.

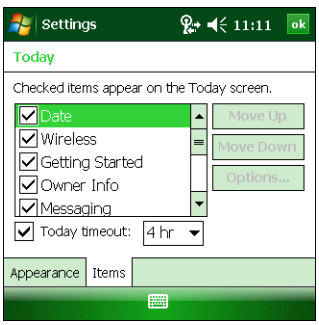


Figure 2-33 *Today Window - Items Tab*

2. Select the items to appear on the **Today** screen. To customize the information further, select an information type, then tap **Options...** (not available for all information types).
3. To set an inactivity timeout after which the device returns to the **Today** screen, select the **Today timeout:** check box, then select the time period from the drop-down list.
4. Tap **ok**.

About

Use the **About** window to view general system properties, change memory settings, input device name, and view copyright information.

Version

The **Version** tab displays general system settings.

1. Tap **Start** > **Settings** > **System** tab > **About** icon > **Version** tab.

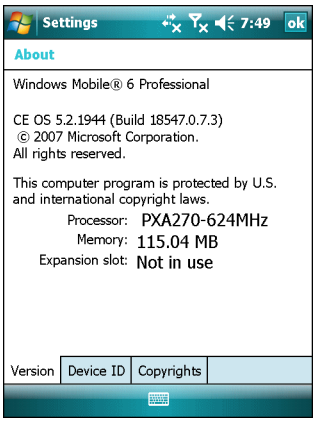


Figure 2-34 *About Window - Version Tab*

2. Tap **ok**.

Device ID

Use the **Device ID** tab to customize the name and description of the device.

1. Tap **Start** > **Settings** > **System** tab > **About** icon > **Device ID** tab.

Settings
ok
About
Your device uses this information to identify itself to other computers. Enter a name that starts with a letter and contains the characters _, A-Z, or 0-9.
Device name: MyMobileDevice
Description: MotoMC55
Version
Device ID
Copyrights

Figure 2-35 *About Window - Device ID Tab*

2. In the **Device name:** text box, enter a name for the device. Do not use spaces.
3. In the **Description:** text box, enter a description for the device.
4. Tap **ok**.

Copyrights

The **Copyrights** tab displays copyright information.

1. Tap **Start** > **Settings** > **System** tab > **About** icon > **Copyrights** tab.

Settings
9:17
ok
About
Portions of this software are based on NCSA Mosaic. NCSA Mosaic(TM) was developed by the National Center for Supercomputing Applications at the University of Illinois at Urbana-Champaign. Distributed under a licensing agreement with Spyglass, Inc.
Contains security software licensed from RSA Data Security, Inc.
Portions of this software are based in part on the
Version
Device ID
Copyrights

Figure 2-36 *About Window - Copyrights Tab*

2. Tap **ok**.

Backlight

Use the **Backlight** windows to conserve battery power by turning off the backlight when the device is idle, and to control backlight brightness.

Battery Power

To set the backlight settings when using battery power:

1. Tap **Start** > **Settings** > **System** tab > **Backlight** icon > **Battery Power** tab.

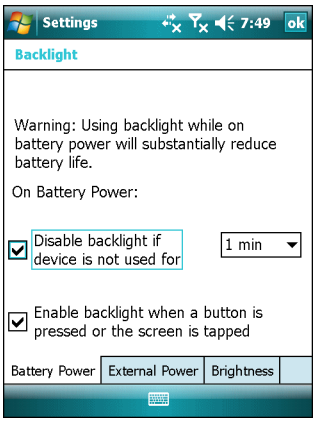


Figure 2-37 *Backlight Window - Battery Power Tab*

2. Select the **Disable backlight if device is not use for** check box to turn off the backlight when the device is not used for a certain period of time. Select this period of time from the drop-down list. Available times are 10 seconds, 30 seconds, 1 minute, 2 minutes, 3 minutes, 4 minutes, 5 minutes.
3. Select the **Enable backlight when a button is pressed or the screen is tapped** check box to turn on the backlight when the screen is tapped or if a key is pressed.
4. Tap **ok**.

External Power

To set the backlight settings when using external AC power:

1. Tap **Start** > **Settings** > **System** tab > **Backlight** icon > **External Power** tab.

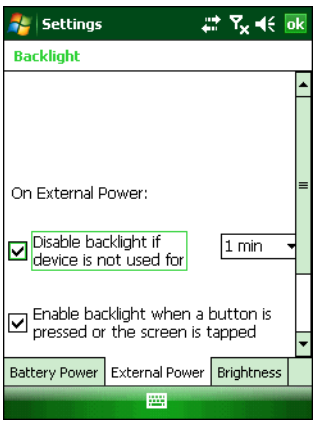


Figure 2-38 *Backlight Window - External Power Tab*

2. Select the **Disable backlight if device is not used for** check box to turn off the backlight when the device is not used for a certain period of time. Select this period of time from the drop-down list. Available times are 1 minute to 10 minutes in 1 minute increments.
3. Select the **Enable backlight when a button is pressed or the screen is tapped** check box to turn on the backlight when the screen is tapped or if a key is pressed.
4. Tap **ok**.

Brightness

To set a brightness level for the backlight:

1. Tap **Start** > **Settings** > **System** tab > **Backlight** icon > **Brightness** tab.

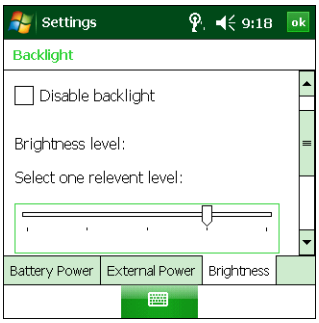


Figure 2-39 *Backlight Window - Brightness Tab*

2. Select the **Disable backlight** check box to disable the backlight from turning on.
3. To adjust the brightness level, use the slider to adjust screen brightness.
4. Tap **ok**.

Certificates

Add and delete public key certificates on the device to help establish identity when logging onto a secured network, such as a corporate network. Certificates also help establish the identity of other computers, such as servers, with which the device connects. This helps prevent unauthorized users from accessing the device and information.

There are two types of certificates: personal certificates that establish identity, and root certificates that establish the identity of servers with which the device connects. The device may include a set of preinstalled certificates.

Personal

1. Tap **Start** > **Settings** > **System** tab > **Certificates** icon > **Personal** tab.

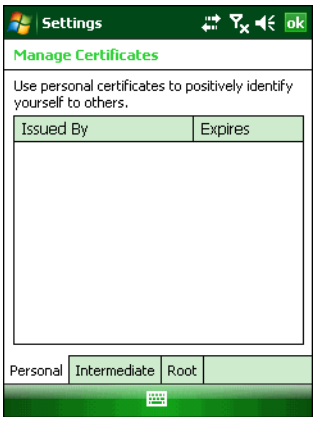


Figure 2-40 *Certificates Window - Personal Tab*

   The list box displays the name of the certificate issuer and the expiration date.

2. To view more information about a certificate, select it from the list box.
3. To delete a certificate, tap and hold it in the list box, and then tap **Delete**.
4. Tap **ok**.

Intermediate

1. Tap **Start** > **Settings** > **System** tab > **Certificates** icon > **Intermediate** tab.

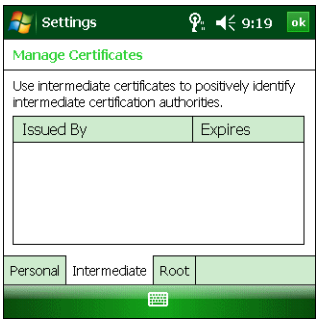


Figure 2-41 *Certificates Window - Intermediate Tab*

   The list box displays the name of the certificate issuer and the expiration date.

2. To view more information about a certificate, select it from the list box.
3. To delete a certificate, tap and hold it in the list box, and then tap **Delete**.
4. Tap **ok**.

Root

1. Tap **Start** > **Settings** > **System** tab > **Certificates** icon > **Root** tab.

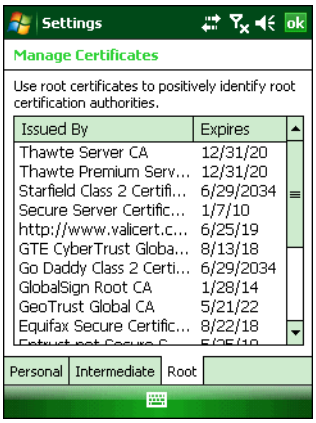


Figure 2-42 *Certificates Window - Root Tab*

The list box displays the name of the certificate issuer and the expiration date.

2. To view more information about a certificate, select it from the list box.
3. To delete a certificate, tap and hold it in the list box, and then tap **Delete**.
4. Tap **ok**.

Clock and Alarms

Use the **Clock & Alarms** windows to change the date, time, and time zone, and set alarms.

Time

To set the date, time, and time zone:

1. Tap **Start** > **Settings** > **System** tab > **Clock & Alarms** icon > **Time** tab.

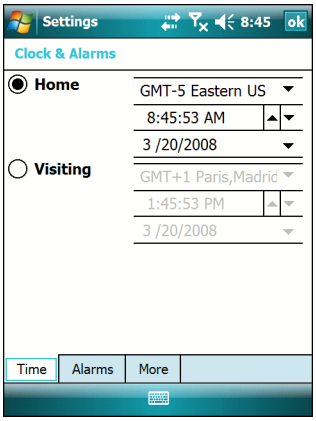


Figure 2-43 *Clock Window - Time Tab*

2. Select the **Home** radio button.
3. Select the current time zone from the time zone drop-down list.
4. To set the hour, tap on the hour field and use the up and down arrows next to the time to adjust the hour.
5. To set the minutes, tap on the minute field and use the up and down arrows next to the time to adjust the minutes.
6. To set the date, tap in the date field.
7. Tap the down arrow to the right of the date field. The **Calendar** window appears.

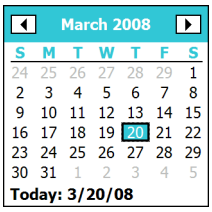


Figure 2-44 *Calendar*

8. To select the month and year, tap the arrows to the right or left of the month until the current month and year appear.
9. Tap the day of the month. The calendar disappears.
10. Tap **ok**.
11. Set the **Visiting** time zone to quickly see the correct date and time in a frequently visited time zone.

Alarms

To use the device as a travel alarm clock, set a wake-up alarm.

1. Tap **Start** > **Settings** > **System** tab > **Clock & Alarms** icon > **Alarms** tab.

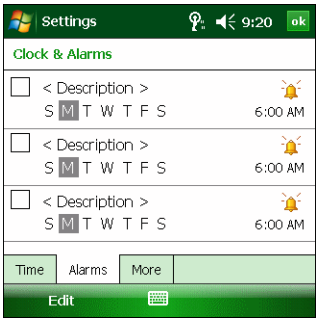


Figure 2-45 *Clock Window - Alarms Tab*

2. Highlight a **Description** field, then enter a name for the alarm.
3. Tap the letter(s) representing the day(s) of the week to enable the alarm.
4. Tap the **Bell** icon to set alarm features. The **Alarm Settings** window appears.

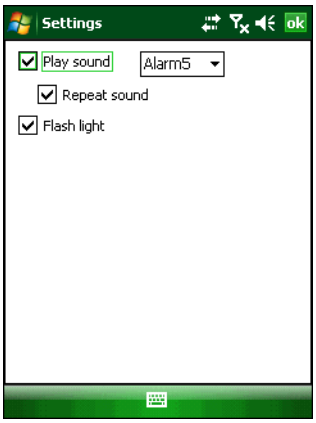


Figure 2-46 *Alarm Settings Window*

5. Select the **Play sound** check box to enable a sound when the alarm starts.
6. From the drop-down list, select the sound that plays when the alarm starts.
7. Select the **Repeat sound** check box to repeat the sound notification.
8. Select the **Flash light** and/or **Vibrate** checkbox to flash a light and/or vibrate when the alarm starts.
9. Tap **ok**.
10. Tap the time field to set the alarm time. The clock window appears.

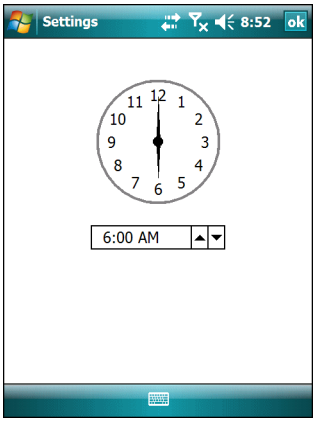


Figure 2-47 *Alarm Clock Setting Window*

11. Use the time field and up and down arrows to set the time, or tap, hold, and drag the clock hands.
12. Tap **ok**.
13. Set up to two more alarms in the available fields.
14. Tap **ok**.
15. To change the way the date or time is displayed on the device, see *Regional Settings on page 2-49*.

More

To display the clock in the title bar:

1. Tap **Start** > **Settings** > **System** tab > **Clock & Alarms** icon > **More** tab.

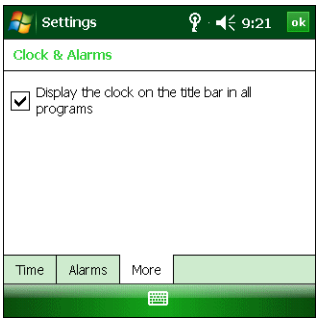


Figure 2-48 *Clock Window - More Tab*

2. Check the **Display the clock on the title bar in all programs** check box.
3. Tap **ok**.

Customer Feedback

To help make Windows Mobile software better by participating in the Customer Experience Improvement Program, the device can collect information on how you use the software.

1. Tap **Start** > **Settings** > **System** tab > **Customer Feedback** icon.
2. To enable feedback, select the **Send Feedback** radio button.
   To disable feedback, select the **Don't Send Feedback** radio button.

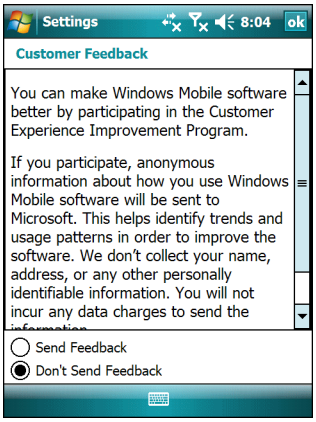

Settings
8:04
ok
Customer Feedback
You can make Windows Mobile software better by participating in the Customer Experience Improvement Program.
If you participate, anonymous information about how you use Windows Mobile software will be sent to Microsoft. This helps identify trends and usage patterns in order to improve the software. We don't collect your name, address, or any other personally identifiable information. You will not incur any data charges to send the
Send Feedback
Don't Send Feedback

Figure 2-49 *Customer Feedback Window*

3. Tap **ok**.

Encryption

Use the **Encryption** window to encrypt files on a storage card.

CAUTION Encrypted files are opened are opened just like other files, provided you are using the device that encrypted them.

Settings
ok
Encryption
Encrypted files can be read only by this device. WARNING: Encrypted files cannot be recovered after hard reset or clearing storage. To help prevent data loss, back up data from storage cards to another location.
Encrypt files when placed on a storage card.

Figure 2-50 *Encryption Window*

Tap the **Encrypt files placed on storage cards** check box to encrypt the files.

Error Reporting

To help Microsoft improve its software product, the device can collect information on software operation for reporting if a serious error occurs.

1. Tap **Start** > **Settings** > **System** tab > **Error Reporting** icon.
2. To enable error reporting, select the **Enable error reporting** radio button.
   To disable error reporting, select the **Disable error reporting** radio button.

Settings
9:22
ok
Error Reporting
To help Microsoft improve the products you use, your device can collect information on software operation for later reporting in the event of a serious error. Reporting this information when errors occur is completely voluntary and confidential.
Enable error reporting
Disable error reporting

Figure 2-51 *Error Reporting Window*

3. Tap **ok**.

External GPS

With a Global Positioning System (GPS) receiver, the device can show your exact location on a map. An accessory GPS receiver provides location information to programs on your device.

NOTE A device may display GPS settings without having a built-in or plug-in GPS receiver, so refer to the device's documentation.

Programs

Programs that use GPS must know which port to use to access GPS data. If you don't specify a program port, many GPS-enabled programs cannot access GPS data.

1. Tap **Start** > **Settings** > **System** tab > **GPS** icon > **Programs** tab.

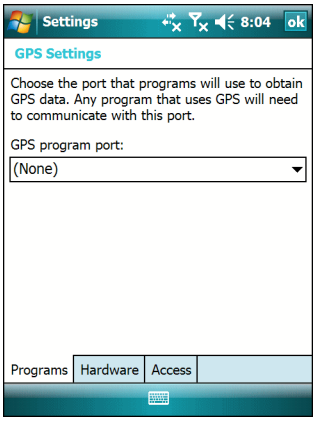


Figure 2-52 *GPS Settings Window - Programs Tab*

2. In the **GPS program port:** drop-down list, select the port from which programs access GPS data.

   The program port must be a different port than the one specified as the hardware port.

NOTE Ensure GPS programs also have this port selected in their configuration settings. Refer to the GPS program's user documentation for more information.

Hardware

Windows Mobile automatically detects some GPS receivers and configures the appropriate hardware settings for them. If your GPS receiver is not automatically configured, specify its hardware port and baud rate according to device specifications.

1. Tap **Start** > **Settings** > **System** tab > **GPS** icon > **Hardware** tab.

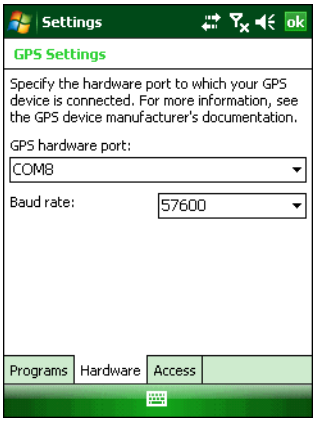


Figure 2-53 *GPS Settings Window - Hardware Tab*

2. In the **GPS hardware port:** drop-down list, select the port to which your GPS receiver is connected. This port must be a different port than the one specified as the program port.
3. In the **Baud rate:** drop-down list, select the baud rate for the GPS receiver.
4. Tap **ok**.

Access

To allow multiple programs to simultaneously access GPS data, Windows Mobile automatically manages access to the GPS receiver. Selecting this is highly recommended, otherwise only one program at a time can access the GPS receiver.

1. Tap **Start** > **Settings** > **System** tab > **GPS** icon > **Access** tab.

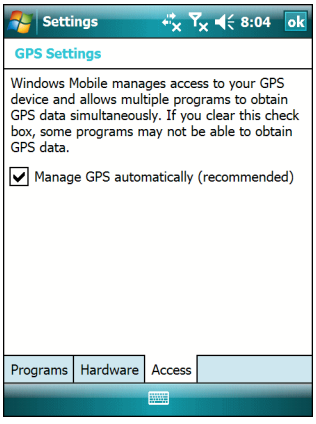

Settings
8:04
ok
GPS Settings
Windows Mobile manages access to your GPS device and allows multiple programs to obtain GPS data simultaneously. If you clear this check box, some programs may not be able to obtain GPS data.
Manage GPS automatically (recommended)
Programs
Hardware
Access

Figure 2-54 *GPS Settings Window - Access Tab*

2. Select the **Manage GPS automatically** check box.

3. Tap **ok**.

NOTE Some programs require direct access to the GPS receiver. For these programs, do not select this option.

GPS Setup

Use GPS Setup to configure Secure User Plane Location (SUPL) protocol with GPS enabled devices. Refer to the device's user guide for more information.

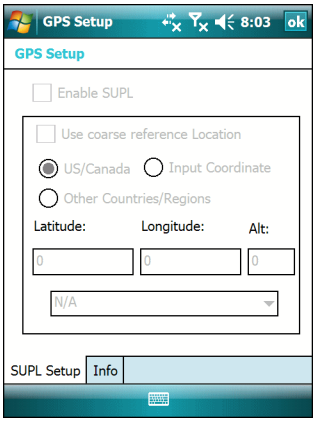


Figure 2-55 *GPS Setup SUPL Setup Window*

Keylight

Use the **Keylight** window to conserve battery power or to turn off the keyboard backlight when the device is idle.

Battery Power

To set the keyboard backlight settings when using battery power:

1. Tap **Start** > **Settings** > **System** tab > **Keylight** icon > **Battery Power** tab.

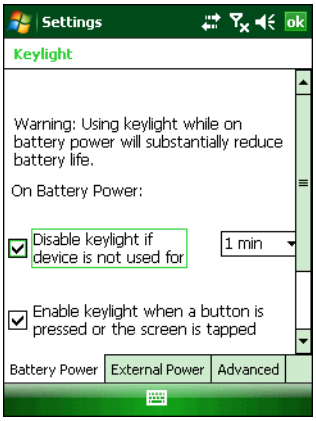

Settings
ok
Keylight
Warning: Using keylight while on battery power will substantially reduce battery life.
On Battery Power:
Disable keylight if device is not used for
1 min
Enable keylight when a button is pressed or the screen is tapped
Battery Power
External Power
Advanced

Figure 2-56 *Keylight Window - Battery Power Tab*

2. Select the **Disable keylight if device is not use for** check box to turn off the keyboard backlight when the device is not used for a certain period of time. Select this period of time from the drop-down list. Available times are 1 minute through 7 minutes in 1 minute increments.
3. Select the **Enable keylight when a button is pressed or the screen is tapped** check box to turn on the keyboard backlight when the screen is tapped or a key is pressed.
4. Tap **ok**.

External Power

To set the keyboard backlight settings when using external AC power:

1. Tap **Start** > **Settings** > **System** tab > **Keylight** icon > **External Power** tab.

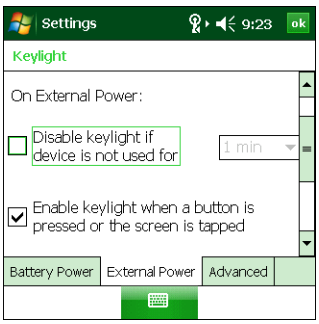


Figure 2-57 *Keylight Window - External Power Tab*

2. Select the **Disable keylight if device is not used for** check box to turn off the keyboard backlight when the device is not used for a certain period of time. Select this period of time from the drop-down list. Available times are 1 minute through 7 minutes in 1 minute increments.
3. Select the **Enable keylight when a button is pressed or the screen is tapped** check box to turn on the keyboard backlight when the screen is tapped or a key is pressed.
4. Tap **ok**.

Advanced

To enable or disable the keyboard backlight:

1. Tap **Start** > **Settings** > **System** tab > **Keylight** icon > **Advanced** tab.

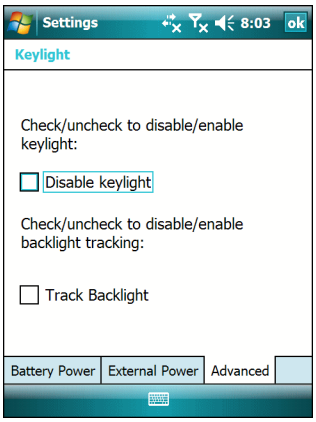


Figure 2-58 *Keylight Window - Advanced Tab*

2. Select the **Disable keylight** check box to disable the keyboard backlight from turning on.
3. Select the **Track Backlight** check box to enable backlight tracking. This disables the options in the **Battery Power** tab and the **External Power** tab.
4. Tap **ok**.

Managed Programs

Lists applications that have been installed remotely by your system administrator.

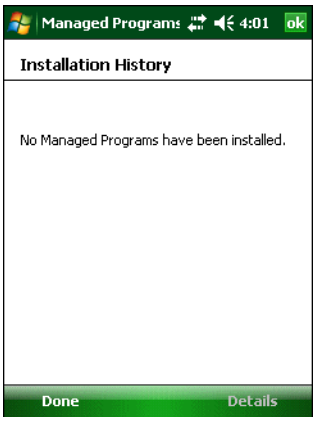


Figure 2-59 *Managed Programs Window*

Memory

Use the **Memory** window to adjust RAM allocation, view storage card memory usage, and control active programs.

Main

To view the amount of memory allocated to file and data storage (Flash) versus program storage (RAM), and the amount of memory in use versus available memory:

1. Tap **Start** > **Settings** > **System** tab > **Memory** icon > **Main** tab.

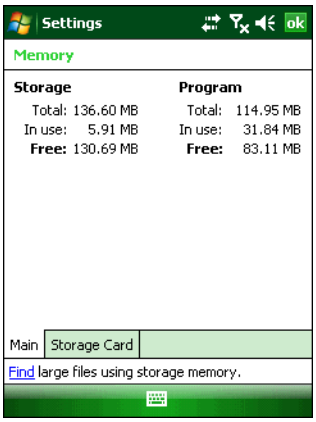


Figure 2-60 *Memory Window - Main Tab*

2. Tap **ok**.

To free up memory on the device, close programs, delete unnecessary files, or move files and e-mail attachments to a storage card. Search for large files by tapping **Find**.

Storage Card

The **Storage Card** tab displays how much memory is available in the device's partitions.

1. Tap **Start** > **Settings** > **System** tab > **Memory** icon > **Storage Card** tab.

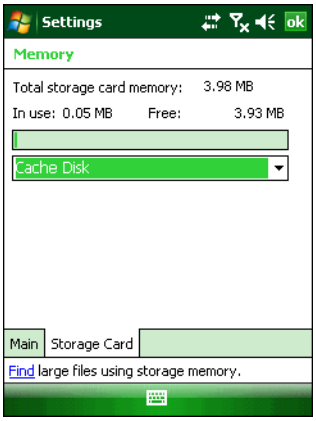


Figure 2-61 *Memory Window - Storage Card Tab*

2. Tap the drop-down list, then the name of the partition to view its information.

3. Tap **ok**.

Running Programs

NOTE **Running Programs** is only available on Windows Mobile 6.0 devices. For Windows Mobile 6.1 devices, see *Task Manager on page 2-57*.

The **Running Programs** tab displays a list of active programs.

1. Tap **Start** > **Settings** > **System** tab > **Memory** icon > **Running Programs** tab.

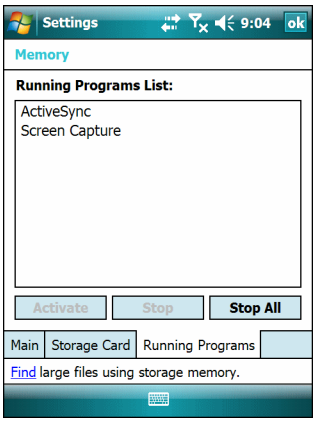


Figure 2-62 *Memory Window - Running Programs Tab*

2. To display an active program, select the program from the **Running Program List:** list box and tap **Activate**.
3. To stop an active program, select the program from **Running Program List:** and tap **Stop**.
4. To stop all active programs, tap **Stop All**.
5. Tap **ok**.

Power

Use the **Power** window to view the status of the main and backup batteries and set power management options.

Battery

NOTE Not all Motorola devices have backup batteries. Refer to the device's User Guide for more information.

The **Battery** tab provides general information about battery conditions. The amount of useful operating time remaining varies depending on battery type and device use.

To check the main battery and backup battery status:

1. Tap **Start** > **Settings** > **System** tab > **Power** icon > **Battery** tab.

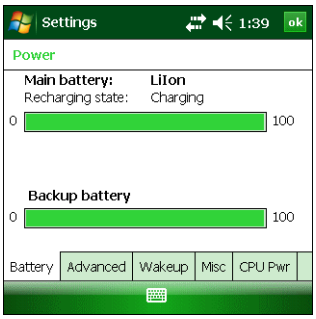


Figure 2-63 *Power Window - Battery Tab*

2. Tap **ok**.

Advanced

Select options for turning off the device to conserve battery power. To conserve the most power, select the option to turn off the device after 3 minutes or less.

1. Tap **Start** > **Settings** > **System** tab > **Power** icon > **Advanced** tab.

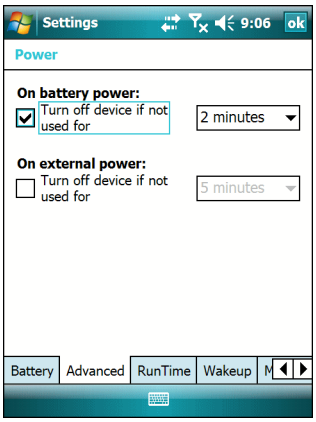


Figure 2-64 *Power Window - Advanced Tab*

2. Select **On battery power: Turn off device if not used for** check box.

3. Select a time value from the drop-down list.
4. Select **On external power: Turn off device if not used for** check box.
5. Select a time value from the drop-down list.
6. Tap **ok**.

Wakeup

Enable or disable the device's wakeup based upon how the device was suspended.

1. Tap **Start** > **Setting** > **System** tab > **Power** icon > **Wakeup** tab.

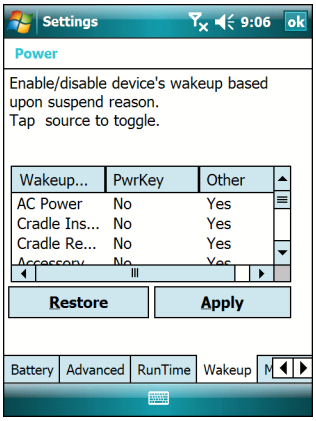


Figure 2-65 *Power Window - Wakeup Tab*

2. In the **Wakeup...** list, select a wakeup condition.
3. Tap the value in the **PwrKey** or **Other** column to toggle the wakeup trigger on and off.
4. Tap **Apply** to confirm your choices, or **Restore** to return the wakeup conditions to their defaults.

Misc

To prevent the power switch from suspending the system:

1. Tap **Start** > **Setting** > **System** tab > **Power** icon > **Misc** tab.

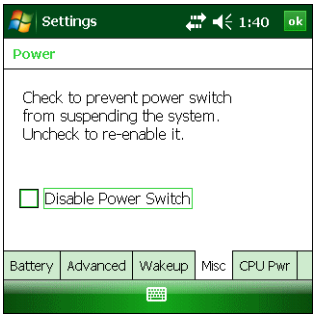


Figure 2-66 *Power Window - Misc Tab*

2. Tap **Disable Power Switch** check box.
3. Tap **ok**.

CPU Power

To select the CPU power mode:

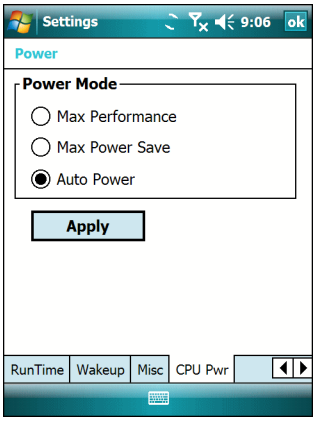


Figure 2-67 *Power Window - CPU Pwr tab*

1. Select one of the **Power Mode** radio buttons:
   - Max Performance
   - Max Power Save
   - Auto Power.
2. Tap **Apply**.
3. Tap **ok**.

Optimizing Battery Life

Under normal conditions, the device offers many hours of use from a single charge. To extend battery life as much as possible, especially when on the road, observe these tips:

- Use external power whenever possible, especially when:
  - using the backlight
  - connecting to a host computer
  - using accessories.
- Set the device to turn off when idle. While on battery power, the device automatically turns off, or suspends operation, if not used for three minutes. Maximize battery life by shortening this time.
- By default, the device produces sounds in response to a number of events, such as warnings, appointments, and key presses. To optimize battery life, turn off unnecessary sounds. See *Sounds & Notifications on page 2-22*.

When batteries are low, a battery icon appears in the status bar.

Regional Settings

Use regional settings to change the way the device displays dates, times, currency amounts, large numbers, and numbers with decimal fractions. Also choose the metric or U.S. system of measurement.

Choose from a large number of input locales. When switching to another input locale, some programs offer special features, such as font characters or spell checkers designed for different languages.

1. Tap **Start** > **Settings** > **System** tab > **Regional Settings** icon > **Region** tab.

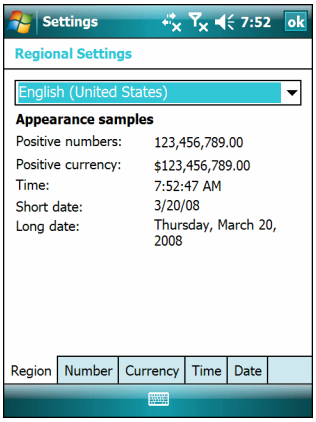


Figure 2-68 *Regional Settings Window - Region Tab*

2. From the drop-down list, select the country.
3. Tap the **Number** tab.

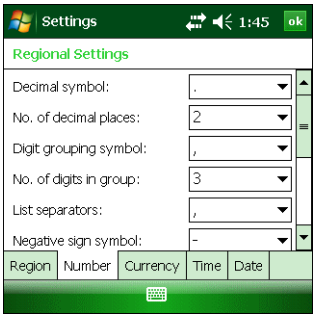


Figure 2-69 *Regional Settings Window - Number Tab*

4. Select the desired options. The characteristics available depend on the region selected on the **Region** tab.
5. Tap the **Currency** tab.

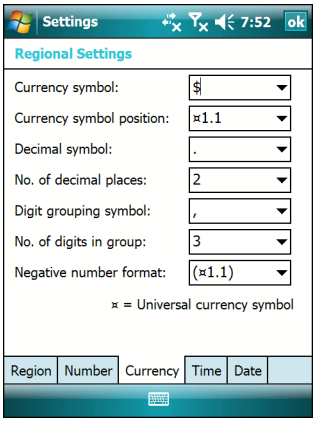


Figure 2-70 *Regional Settings Window - Currency Tab*

6. Select the desired options. The characteristics available depend on the region selected on the **Region** tab.
7. Tap the **Time** tab.

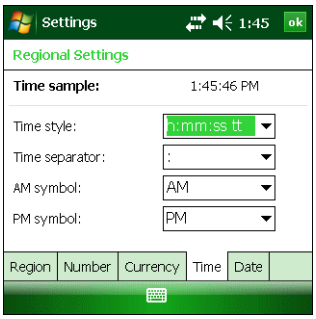


Figure 2-71 *Regional Settings Window - Time Tab*

8. Select the desired options. The characteristics available depend on the region selected on the **Region** tab.
9. Tap the **Date** tab.

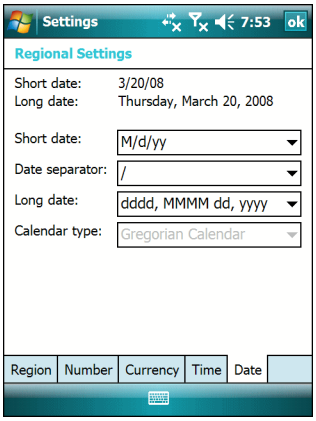


Figure 2-72 *Regional Settings Window - Date Tab*

10. Select the desired options. The characteristics available depend on the region selected on the **Region** tab.
11. Tap **ok**.

Remove Programs

Use the **Remove Programs** window to remove programs that were installed on the device.

1. Tap **Start** > **Settings** > **System** tab > **Remove Programs** icon.

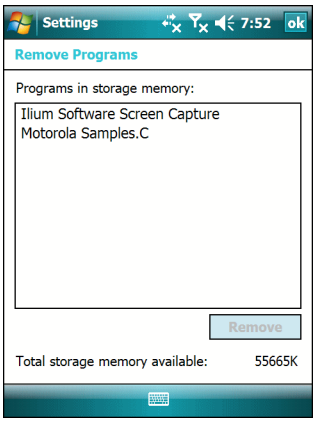


Figure 2-73 *Remove Programs Window*

2. From the **Programs in storage memory:** list box, select the program to remove.
3. Tap **Remove**.
4. Tap **Adjust memory allocation**. to adjust the allocation of storage and program memory. See *Memory on page 2-44*.
5. Tap **ok**.

Screen

Use the **Screen** window to align the screen and to enable ClearType fonts.

General

1. Tap **Start** > **Settings** > **System** tab > **Screen** icon > **General** tab.

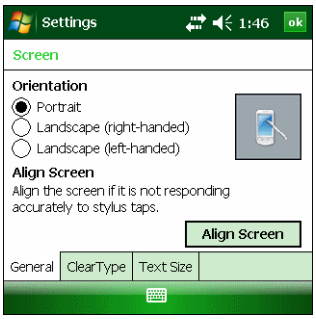
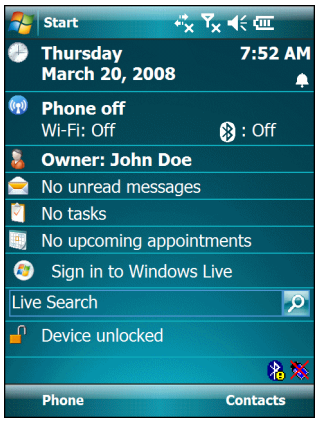


Figure 2-74 *Screen Window - General Tab*

2. Select a screen orientation. *Figure 2-75* provides an example of screen appearance for portrait and landscape orientations.



Portrait Orientation

Landscape Orientation

Figure 2-75 *Portrait and Landscape Screen Orientation*

3. Tap **Align Screen**.
4. Tap each target with the stylus and follow the on-screen messages.
5. Tap **ok**.

Clear Type

1. Tap **Start** > **Settings** > **System** tab > **Screen** icon > **ClearType** tab.

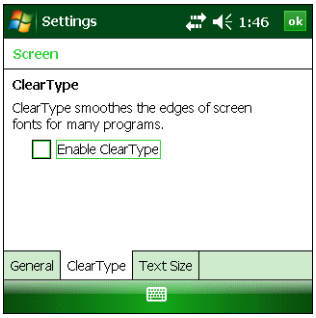


Figure 2-76 *Screen Window - ClearType Tab*

2. Select the **Enable ClearType** check box to enable easier reading of text in programs that support ClearType.
3. Tap **ok**.

Text Size

1. Tap **Start** > **Settings** > **System** tab > **Screen** icon > **Text Size** tab.

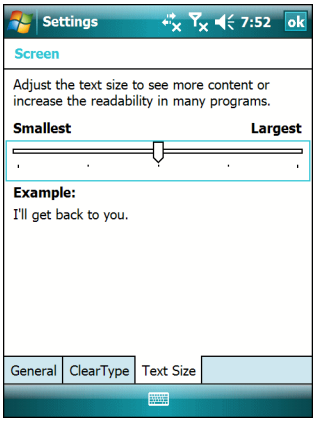


Figure 2-77 *Screen Window - Text Size Tab*

2. Use the slider to set the size of displayed text.
3. Tap **ok**.

System Info

Use System Info to view device information such as operating system and software versions, and display, memory, and configuration information.

System

The **System** tab displays the versions of the operating system, applications, and partitions running on the device.

Tap **Start** > **Settings** > **System** tab > **System Info** icon > **System** tab.

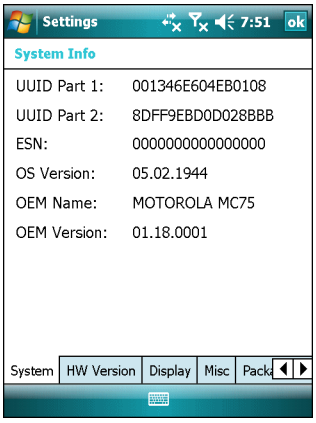


Figure 2-78 *System Info - System Tab*

Hardware Version

The **HW Version** tab displays information for the device's hardware.

Tap **Start** > **Settings** > **System** tab > **System Info** icon > **HW Version** tab.

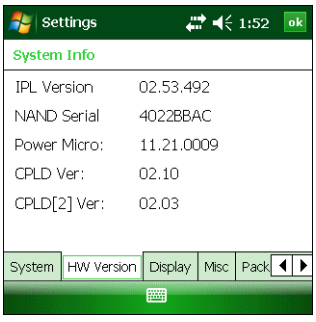


Figure 2-79 *System Info - HW Version Tab*

Display

The **Display** tab displays information for the device's screen.

Tap **Start** > **Settings** > **System** tab > **System Info** icon > **Display** tab.

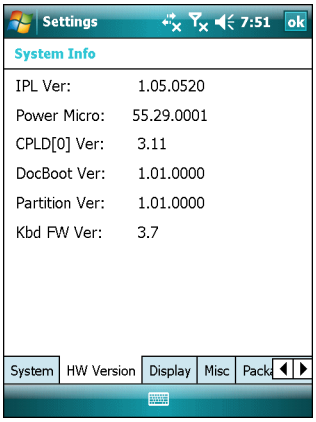


Figure 2-80 *System Info - Display Tab*

Miscellaneous

The **Misc** tab displays the size and speed for various device components.

Tap **Start** > **Settings** > **System** tab > **System Info** icon > **Misc** tab.

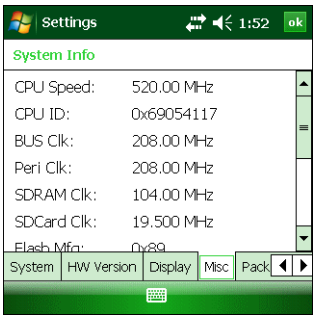


Figure 2-81 *System Info - Misc Tab*

Package

The **Package** tab displays information on the packages loaded on the device.

Tap **Start** > **Settings** > **System** tab > **System Info** icon > **Package** tab.

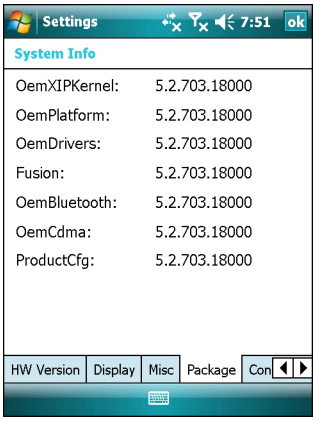


Figure 2-82 *System Info - Package Tab*

ConfigInfo

The **ConfigInfo** tab displays information on how device components are configured.

Tap **Start** > **Settings** > **System** tab > **System Info** icon > **ConfigInfo** tab.

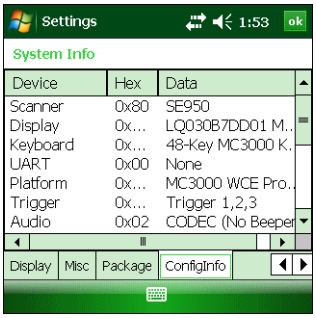


Figure 2-83 *System Info - ConfigInfo Tab*

Task Manager

NOTE **Task Manager** is not available on Windows Mobile 6.0 devices. Manage tasks using the **Memory** application. See *Memory on page 2-44* for more information.

Use **Task Manager** to view runnings applications and processes, switch between applications and stop running applications.

1. Tap **Start** > **Programs** > **Task Manager** icon.

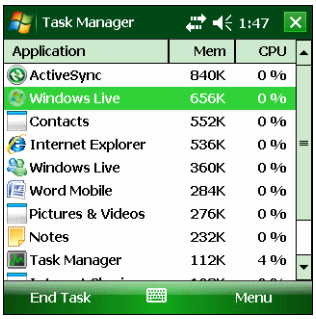


Figure 2-84 *Task Manager - Active Applications*

The window displays a list of running applications or running process with the amount of memory allocated and the percent of CPU time used.

- To stop a running application, select the application from the list and tap **End Task**.
- To stop all running applications, tap **Menu** > **End All Tasks**.
- To switch to an application, select the application and tap **Menu** > **Switch To**.
- To view running processes, tap **Menu** > **View** > **Processes**.

Windows Update

Use Windows Update to keep the operating system up to date. Check with your system administrator to see if it is supported.

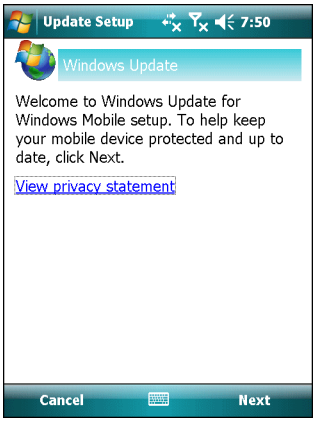

Update Setup
7:50
Windows Update
Welcome to Windows Update for Windows Mobile setup. To help keep your mobile device protected and up to date, click Next.
View privacy statement
Cancel
Next

Figure 2-85 *Windows Update screen*

Beams

By default, devices receive all incoming InfraRed (IR) and Bluetooth beams, and prompt for acceptance. Clear the **Receive all incoming beams** check box to prevent the device from detecting or receiving beams.

To reject incoming beams:

NOTE Not all Symbol devices use InfraRed technology.

1. Tap **Start** > **Settings** > **Connections** tab > **Beam** icon.

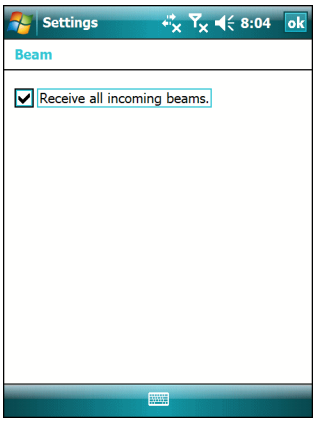


Figure 2-86 *Beam Window*

2. Tap the **Receive all incoming beams** check box to clear the box.
3. Tap **ok**.

NOTE Ensure the *Receive all incoming beams* check box is checked to receive all incoming beams.

To receive beams from devices with older operating systems, tap **Receive an infrared beam**.

Connections

Use the **Connections** window to sets up multiple network connections to Internet Service Providers (ISPs), network, or a VPN connection via an external modem.

Tap **Start** > **Settings** > **Connections** tab > **Connections** icon.

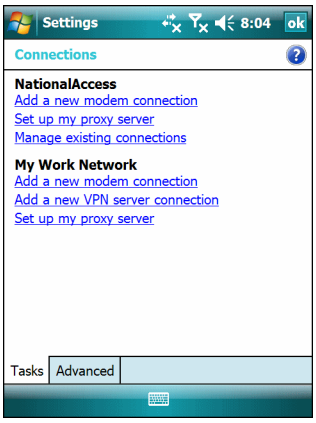


Figure 2-87 *Connections Window - Tasks Tab*

Refer to the Motorola device's *Integrator Guide* or the modem manufacturer's documentation for availability of connection options and connection instructions.

Task Tab

Use the **Task** tab to configure and manage network settings when using a modem. Select an item in this list and then complete the setup screens that follow with the appropriate information for your network.

My ISP

These items enable you to add and manage modem connections to an ISP. To complete the setup screens, obtain the following information from your ISP:

- ISP dial-up access telephone number
- Username
- Password
- TCP/IP settings.

My Work Network

These links enable you to establish the following connections types:

- Modem
- Virtual Private Network (VPN)
- Proxy server connection

To complete the setup windows, obtain the network parameters from your system administrator.

Modify an Existing Connection

Manage Existing Connections appears on the Connections tab after at least one network connection has been established.

Tap Manage Existing Connections on the Tasks tab and follow the setup screens.

You will usually be walked through the same setup screens used to establish the connection.

Advanced Tab

Use the **Advanced** tab to select the default network, dialing rules, and IP address exceptions for modem connections.

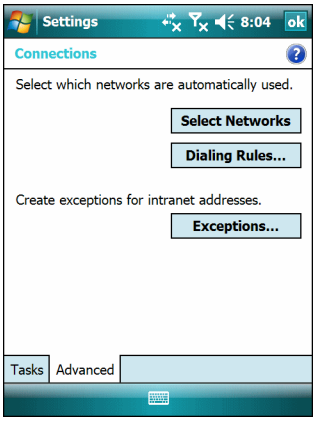


Figure 2-88 *Connections Window - Advanced Tab*

Domain Enroll

Domain Enroll is used with the Microsoft System Center Mobile Device Manager (MDM) 2008 to manage mobile devices on a company network.

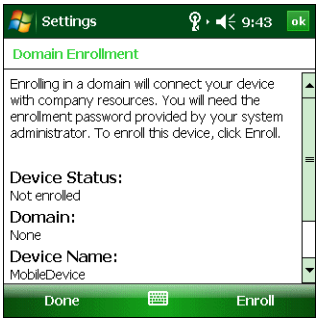


Figure 2-89 *Domain Enroll Window*

USB to PC

Use **USB to PC** to change the type of USB connection your devices uses when having problems connecting to ActiveSync.

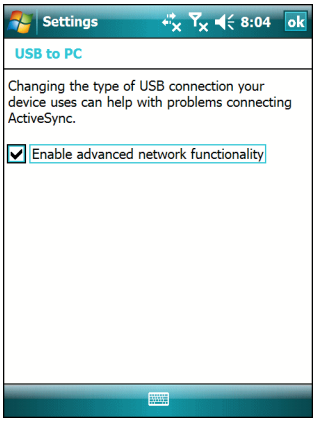

Settings
8:04
ok
USB to PC
Changing the type of USB connection your device uses can help with problems connecting ActiveSync.
Enable advanced network functionality

Figure 2-90 *USB to PC Window*

Select the **Enable advanced network functionality** check box to enable the advanced network functionality.

Wi-Fi

To configure the device for a network connection:

1. Tap **Start** > **Settings** > **Connections** tab > **Wi-Fi** icon. The **Configure Network Adapters** window appears.

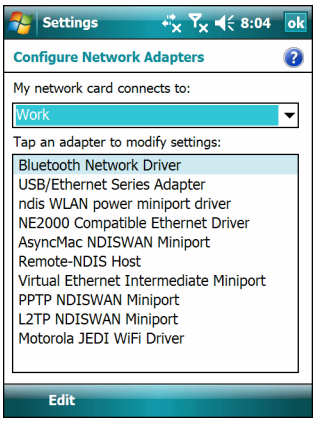


Figure 2-91 *Configure Network Adapters Window*

2. In the **My network card connects to:** drop-down list, select the appropriate connection.
3. In the **Tap an adapter to modify settings:** list, select the adapter to modify.

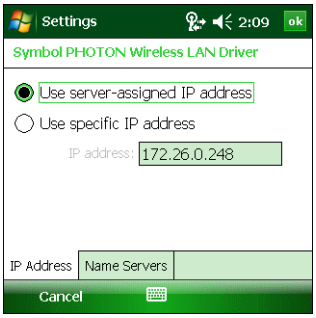


Figure 2-92 *IP Address Tab*

4. In the **IP address** window, select the appropriate radio button:
   - **Use server-assigned IP address**

     or
   - **Use specific IP address**. Enter the IP address, Subnet mask, and Default gateway, as needed.
5. Tap the **Name Servers** tab.

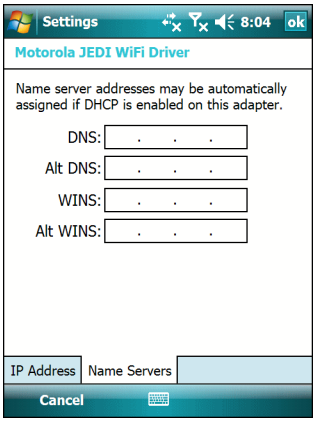


Figure 2-93 *Name Servers Tab*

6. Enter the appropriate DNS, Alt DNS, WINS, and Alt WINS server addresses.
7. Tap **ok**.
8. Tap **ok** to exit.

Wireless Manager

Windows Mobile 6 devices include **Wireless Manager**, which provides a simple method of enabling, disabling, and configuring all the device's wireless capabilities in one place.

To open **Wireless Manager**, tap the **Connectivity** icon or tap **Wireless Manager** on the **Today** screen.

NOTE Wireless connection options vary depending upon configurations.

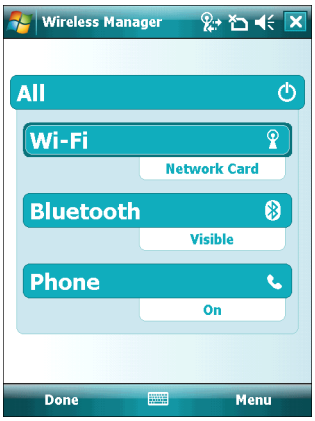


Figure 2-94 *Wireless Manager Window*

To enable or disable a wireless connection, tap the specific button.

To enable or disable all wireless connections, tap the **All** button.

To configure settings for a connection, tap **Menu**.

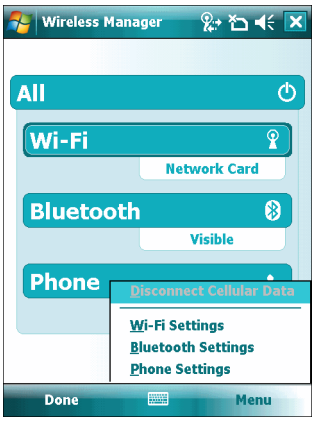


Figure 2-95 *Wireless Manager Menu*

Chapter 3 Mobile 6 Applications

Introduction

This chapter describes the following Microsoft applications:

- Calendar
- Contacts
- Tasks
- Notes
- Messaging
- Windows Media
- Pictures & Videos
- Internet Explorer
- Windows Live
- Internet Sharing.

Calendar

Use **Calendar** to schedule appointments such as meetings. View appointments in different ways (Agenda, Day, Week, Month, and Year) and easily change views by tapping the time unit in the command bar.

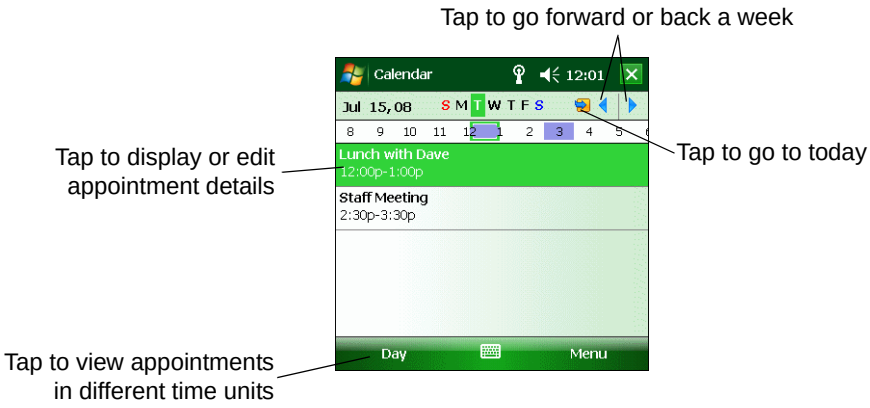


Figure 3-1 *Calendar Window*

Check appointments in different views by tapping the time units described in *Table 3-1* in the command bar.

Table 3-1 *Appointment Views*

View	Description
Agenda	Upcoming appointments appear in bold, past appointments do not.
Day	View the day's schedule in 30-minute blocks.
Week	View the week's schedule in one-hour blocks.
Month	View the month's schedule in 12-hour blocks.
Year	View a year calendar.

Creating Appointments

To create an appointment:

1. Tap **Start** > **Calendar**.
2. Tap **Menu** > **New Appointment**. When necessary, hide the input panel or use the scroll bar to see all available fields.

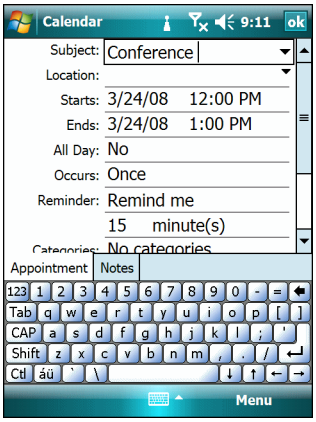


Figure 3-2 *Entering an Appointment*

3. Tap in the **Subject:** text box and use the input panel to enter a subject, or tap the arrow next to the **Subject:** text box to select pre-defined text.
4. Tap in the **Location:** text box and use the input panel to enter a location, or tap the arrow next to the **Location:** text box to select a pre-defined location.
5. Tap the date in the **Starts:** and **Ends:** fields to select new dates from a pop-up calendar. Tap the time in these fields to enter a time, or tap the arrow next to the time to select a time.
6. Tap the **All Day:** drop-down list to select whether the appointment lasts all day.
7. If the appointment occurs more than once, tap the **Occurs:** field and select an option from the drop-down list, or select **Edit pattern...** in the drop-down list to create a new pattern option.
8. In the **Reminder:** field, select **Remind me** to receive a reminder notification for the appointment according to the options set in **Start** > **Settings** > **Personal** tab > **Sounds & Notifications**. Tap the number field below **Remind me** to select the length of time before the appointment to be reminded. Tap the time unit field next to the number field to select minutes, hours, days, or weeks.
9. To assign the appointment to a category, tap **Categories**.

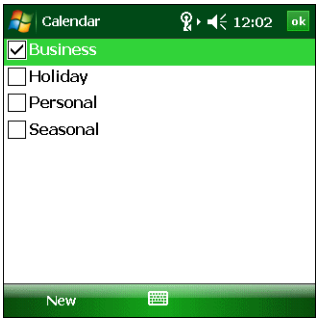


Figure 3-3 *Calendar Categories*

10. To select one or more categories for the appointment, select their check boxes. This allows displaying appointments by category in the appointment list.
11. Select **New** to add a category.

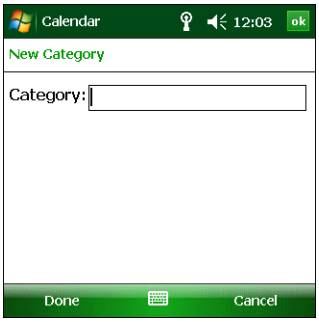


Figure 3-4 *Calendar Categories - New Category Window*

12. Enter the name for the category in the text box, and tap **ok**.
13. Tap **ok**.
14. Tap in the **Attendees:** field to select attendees from the contacts list.
15. Tap the **Status:** drop-down list to select how the appointment appears to others.
16. Tap the **Sensitivity:** drop-down list and select **Private** to mark the appointment as private.
17. To add notes, such as maps and directions, tap the **Notes** tab. Enter text, draw, or create a recording. For more information on creating notes, see *Notes on page 3-15*.
18. When finished, tap **ok** to save the appointment and return to the **Calendar**.

Editing an Appointment

To make changes to an appointment:

1. Tap **Start** > **Calendar**.
2. Tap the appointment in the list to open it.
3. Tap **Edit** and make the changes. See *Creating Appointments on page 3-2*.
4. Tap **ok**.

Deleting an Appointment

To delete an appointment:

1. Tap **Start** > **Calendar**.
2. Tap and hold the appointment in the list and select **Delete Appointment** from the pop-up menu, or select the appointment and tap **Tools** > **Delete Appointment**.

Beaming Appointments

To beam an appointment to another device:

1. Tap **Start** > **Calendar**.
2. Align the infrared ports on the devices.
3. Tap and hold the appointment, and select **Beam Appointment**.

4. Select **Infrared** in the **To beam, select a device** field. After sending the file a message appears indicating successful data transfer.

Using the Summary Window

To view a summary window for an appointment:

1. Tap **Start** > **Calendar**.
2. Tap the appointment.

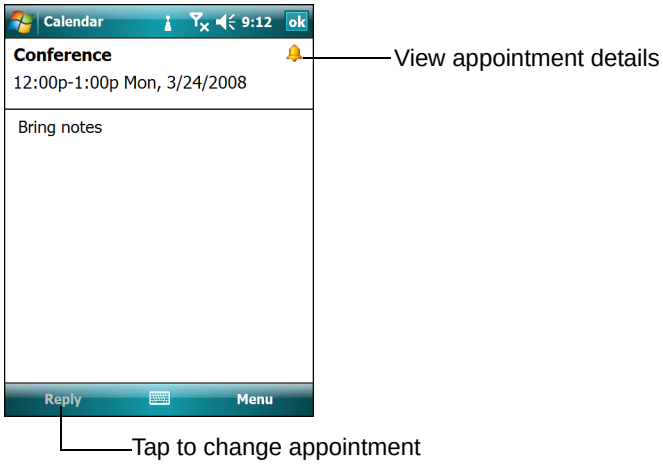


Figure 3-5 *Appointment Summary Window*

Creating Meeting Requests

Use Calendar to set up meetings with users of Outlook or Pocket Outlook. The meeting notice is created automatically and sent upon message synchronization or connecting to the e-mail server. Indicate how to send meeting requests by tapping **Start** > **Calendar** > **Tools** > **Options** > **Appointments** tab. See *Configuring Calendar Views on page 3-5*. If sending and receiving e-mail messages through ActiveSync, select **ActiveSync**.

To schedule a meeting:

1. Tap **Start** > **Calendar**.
2. Create an appointment. See *Creating Appointments on page 3-2*.
3. In the appointment details, hide the input panel or scroll down, then tap **Attendees**.
4. From the list of e-mail addresses entered in Contacts, select the meeting attendees.
5. Tap **ok**.
6. Tap **ok** to place the meeting request in the Outbox folder. For more information on sending and receiving meeting requests, see **Calendar Help** and **Inbox Help** on the device.

Configuring Calendar Views

To configure calendar views:

1. Tap **Start** > **Calendar** > **Menu** > **Options**.

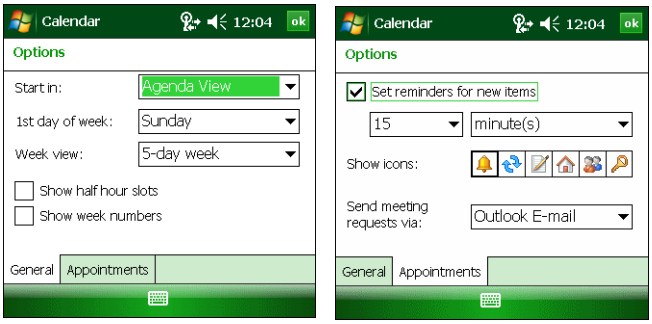


Figure 3-6 *Calendar Options*

2. On the **General** tab, select the first day of the week to display from the drop-down list.
3. Select the number of days to appear in the **Week view:** drop-down list.
4. Select the **Show half hour slots** check box to appear in Agenda, Day, and Week views.
5. Select the **Show week numbers** check box to appear in Week and Month views.
6. Tap the **Appointments** tab.
7. Select the **Set reminders for new items** check box to set default reminder times.
8. Select the amount of time before an appointment to issue reminders using the number and time unit drop-down lists.
9. Next to **Show icons:** select appointment icons to appear.
10. Select an item from the **Send meeting requests via:** drop-down list to indicate how to send appointment requests.

Contacts

For Windows Mobile 6 devices, Contacts maintains a list of associates and friends so information is easily accessible at home or on the road. Use the infrared (IR) port to share Contacts information with other users.

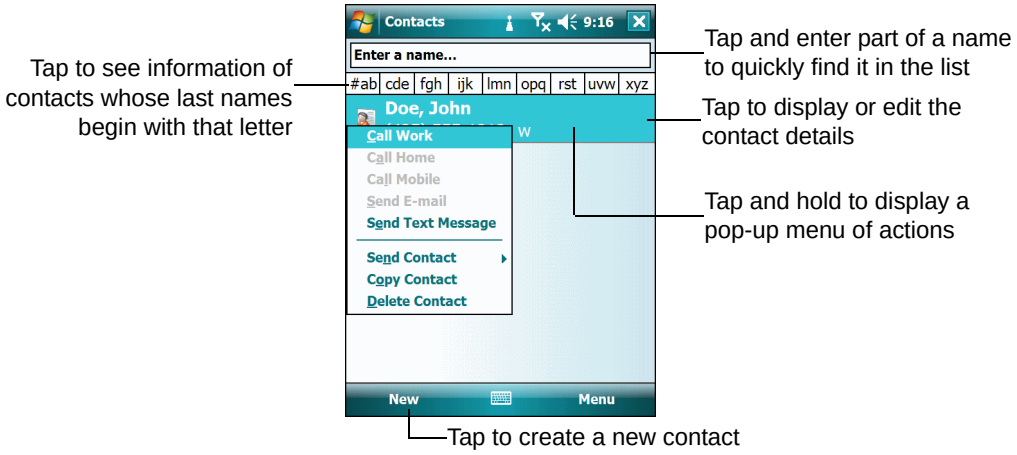

Tap to see information of contacts whose last names begin with that letter
Contacts
9:16
Enter a name...
#ab cde fgh ijk lmn opq rst uvw xyz
Doe, John
Call Work
Call Home
Call Mobile
Send E-mail
Send Text Message
Send Contact
Copy Contact
Delete Contact
New
Menu
Tap and enter part of a name to quickly find it in the list
Tap to display or edit the contact details
Tap and hold to display a pop-up menu of actions
Tap to create a new contact

Figure 3-7 *Contacts Window*

Changing Contact Options

1. To view the contact list by company name rather than by the contacts' names, tap **Start** > **Programs** > **Contacts** > **Menu** > **View By** > **Company**.
2. To change the way information is listed, tap **Menu** > **Options**.

Figure 3-8 *Contacts - Options Window*

3. Clear the **Show alphabetical index** check box to increase the space available for listing contacts.
4. Select the **Show contact names only** check box to hide information other than the contacts' names in the list.
5. Enter an **Area code:** and select a **Country/Region:** to use when creating new contacts.

Creating a Contact

To create a contact:

1. Tap **Start** > **Programs** > **Contacts**.
2. Tap **New**.

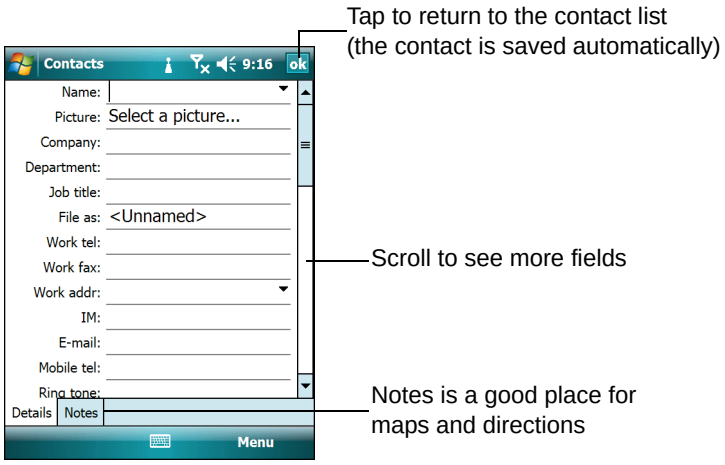


Figure 3-9 *Creating a Contact*

3. Using the input panel, tap in each field and enter contact information as needed. Scroll down to see all fields.
4. Tap the arrow next to the **Name:** or **Home addr:** field to open a window for adding more details.
5. To assign the contact to a category, tap **Categories**.

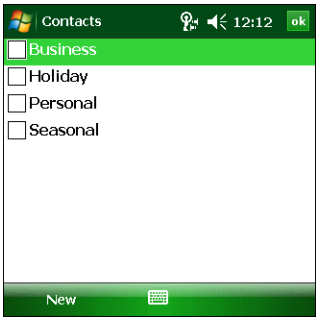


Figure 3-10 *Contact Categories*

6. To select one or more categories for the contact, select their check boxes. This allows displaying contacts by category in the contact list.
7. Tap **New** to add a category.

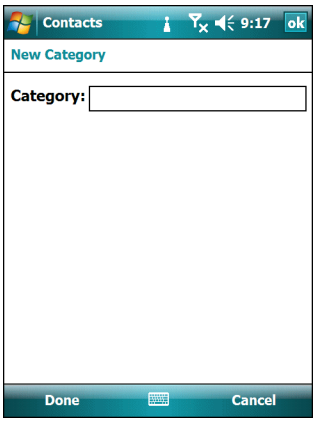


Figure 3-11 *Contact Categories - Creating a New Category*

8. Enter the name for the category in the text box, and tap **ok**.
9. Tap **ok**.
10. To add notes, tap the **Notes** tab and enter text, draw, or create a recording. For more information on creating notes, see *Notes on page 3-15*.
11. When finished, tap **ok** to return to the contact list.

Editing a Contact

To make changes to a contact:

1. Tap **Start** > **Programs** > **Contacts**.
2. Tap the contact in the contact list to open it.
3. Tap **Edit** and make the changes. See *Creating a Contact on page 3-7*.
4. Tap **ok**.

Deleting a Contact

To delete a contact:

1. Tap **Start** > **Programs** > **Contacts**.
2. Tap and hold the contact in the contact list and select **Delete Contact** from the pop-up menu, or select the contact and tap **Menu** > **Delete Contact**.

Finding a Contact

Find a contact in one of the following ways:

- In the contact list, enter a contact name in the **Find a name** text box under the status bar. To show all contacts again, tap the left arrow button to the right of the box to clear the text.
- In the drop-down list, tap the category list (labeled **All Contacts** by default) and select the type of contact to display. To show all contacts again, select **All Contacts**. To view a contact not assigned to a category, select **No Categories**.
- To view the names of associated companies, in the contact list, tap **Menu** > **View By** > **Company**. The number of contacts that work for that company appears to the right of the company name.
- Tap **Start** > **Programs** > **Search**, enter the contact name, select **Contacts** for the type, then tap **Search**.

Beaming Contacts

To beam a contact to another device:

1. Tap **Start** > **Programs** > **Contacts**.
2. Align the infrared ports on the devices.
3. Tap and hold the contact, and select **Beam Contact**, or select **Menu** > **Beam Contact...** .
4. Select **Infrared** in the **To beam, select a device** field. After sending the file a message appears indicating successful data transfer.

Using the Summary Window

To view a summary window for a contact:

1. Tap **Start** > **Programs** > **Contacts**.
2. Tap a contact in the contact list.

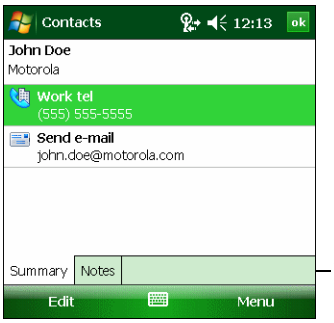


Figure 3-12 *Contacts Summary Window*

Tasks

Use Tasks to keep a “to do” list.

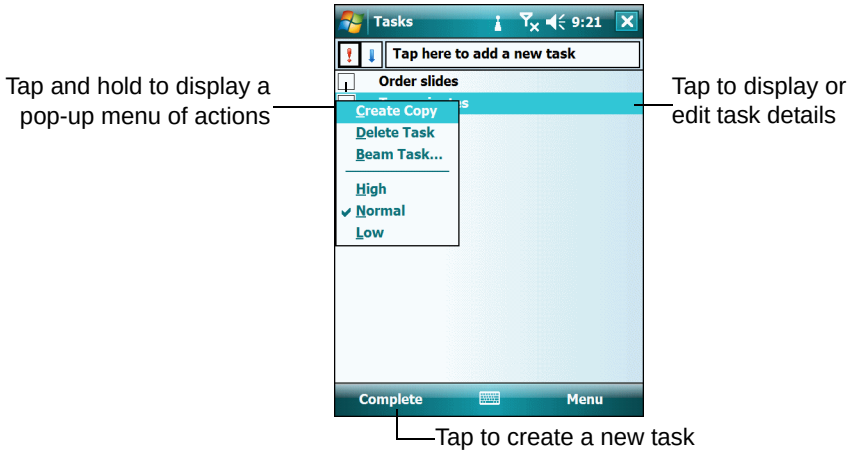


Figure 3-13 *Task Window*

Creating a Task

To create a task:

1. Tap **Start** > **Programs** > **Tasks**.
2. Tap **New**. When necessary, hide the input panel or use the scroll bar to see all available fields.

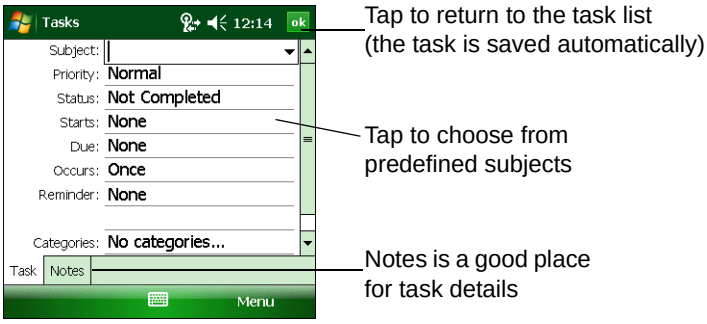


Figure 3-14 *Creating a Task*

3. Tap in the **Subject:** text box and use the input panel to enter a subject, or tap the arrow next to the **Subject:** text box to select pre-defined text.
4. Tap in the **Priority:** field and select a priority level.
5. Tap in the **Status:** field and select whether the task is completed or not.
6. Tap the date in the **Starts:** and **Due:** fields to select these dates from a pop-up calendar.
7. If the task occurs more than once, tap the **Occurs:** field and select an option from the drop-down list, or select **Edit pattern...** in the drop-down list to create a new pattern option.

8. In the **Reminder:** field, select **Remind me** to receive a reminder notification for the task according to the options set in **Start** > **Settings** > **Personal** tab > **Sounds & Notifications**. Tap the date field below **Remind me** to select the date to issue the reminder.
9. To assign the task to a category, tap **Categories**.

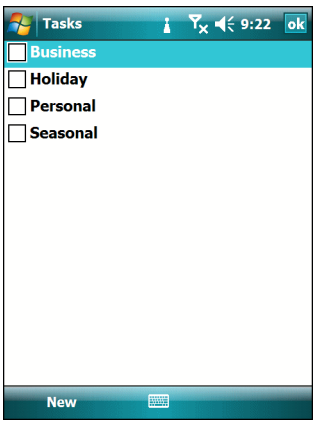


Figure 3-15 *Task Categories*

10. To select one or more categories for the task, select their check boxes. This allows displaying tasks by category in the task list.
11. Tap **New** to add a category.

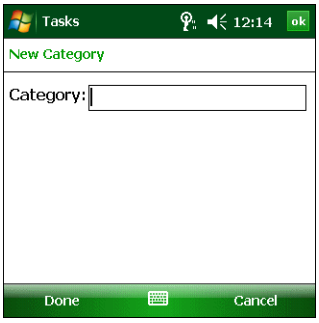


Figure 3-16 *Task Categories - Adding a Category*

12. Enter the name for the category in the text box, and tap **ok**.
13. Tap **ok**.
14. Tap the **Sensitivity:** drop-down list and select **Private** to mark the appointment as private.
15. To add notes, tap the **Notes** tab and enter text, draw, or create a recording. For more information on creating notes, see *Notes on page 3-15*.
16. Tap **ok** to save the task and return to the task list.

NOTE To create a task with only a subject, tap in the **Tap here to add a new task** field and enter task information.

Editing a Task

To make changes to a task:

1. Tap **Start** > **Programs** > **Tasks**.
2. Tap the task in the task list to open it.
3. Tap **Edit** and make the changes. See *Creating a Task on page 3-11*.
4. Tap **ok**.

Deleting a Task

To delete an task:

1. Tap **Start** > **Programs** > **Tasks**.
2. Tap and hold the task in the task list and select **Delete Task** from the pop-up menu, or select the task and tap **Menu** > **Delete Task**.

Beaming Tasks

To beam a task to another device:

1. Tap **Start** > **Programs** > **Tasks**.
2. Align the infrared ports on the devices.
3. Tap and hold the task and select **Beam Task**, or select the task and tap **Menu** > **Beam Task...** .

   To beam several tasks, tap and drag to select the tasks, then tap **Menu** > **Beam Task...** .
4. Select **Infrared** in the **To beam, select a device** field. After sending the file a message appears indicating successful data transfer.

Using the Summary Window

To view a summary window for an appointment:

1. Tap **Start** > **Programs** > **Tasks**.
2. Tap a task in the task list.

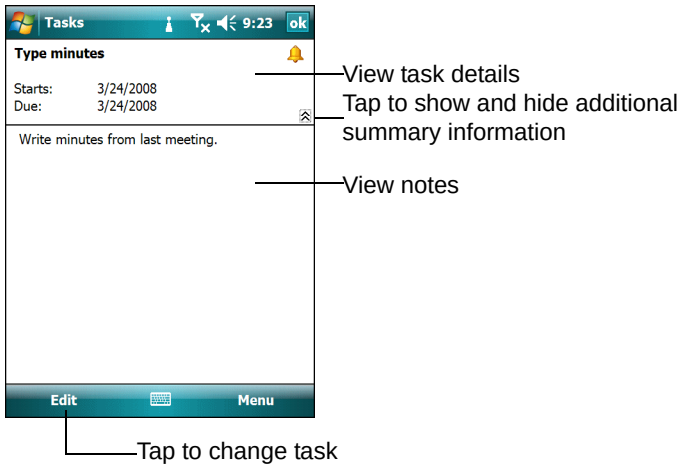


Figure 3-17 *Task Summary Window*

Configuring Tasks

To change how tasks appear:

1. Tap **Menu** > **Filter**, then select an option to show all tasks or tasks within a category.
2. Tap **Menu** > **Sort By**, then select an option to sort the tasks by status, priority, subject, start date, or due date.

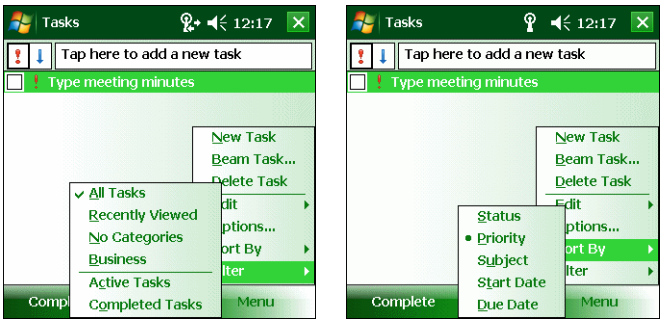


Figure 3-18 *Tasks - Show and Sort By Lists*

3. Tap **Menu** > **Options...** .

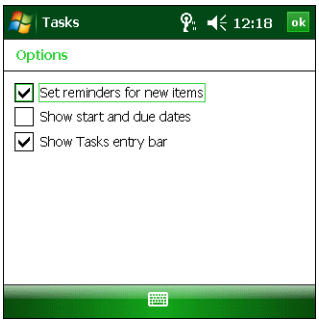


Figure 3-19 *Tasks - Tools - Options Window*

4. Select the **Set reminders for new items** check box to select whether to enable reminders for new items.
5. Select the **Show start and due dates** check box to display start and due dates for tasks.
6. Select the **Show Tasks entry bar** check box to display the entry bar at the top of the Tasks application.

Notes

Use Notes to capture thoughts, reminders, ideas, drawings, and phone numbers. Create a written note or a recording, or include a recording in a note. If a note is open when creating the recording, it is included in the note as an icon. If the note list is displayed, it is created as a stand-alone recording.

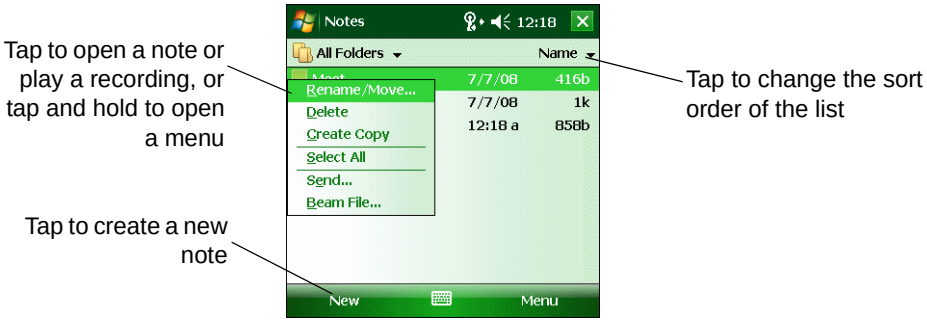


Figure 3-20 *Notes Window*

To limit the notes displayed, tap the **Folder** drop-down list under the status bar (labeled **All Folders** by default), then select an option to show notes within all folders or within a specified folder. Select **Add/Delete...** from the **Folder** drop-down list to add or delete a folder.

Creating a Note

To create a note:

1. Tap **Start** > **Programs** > **Notes**.
2. Tap **New**.
3. Create a note by writing, drawing, typing, and recording. For more information about using the input panel, writing and drawing on the screen, and creating recordings, see *Entering Information on page 1-4*.

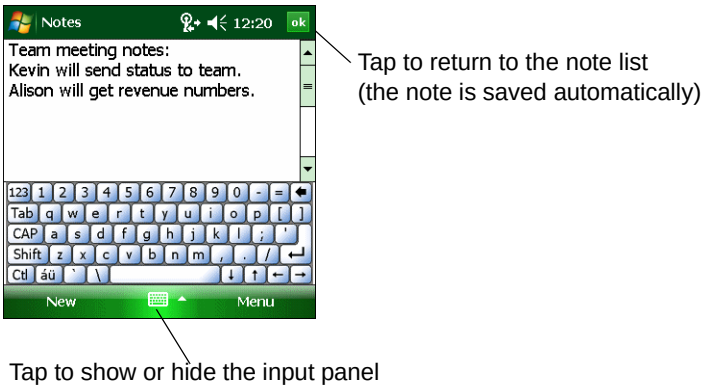


Figure 3-21 *Creating a Note*

4. Tap **ok** to save the note and return to the **Notes** list.

Creating a Template

To create a template for notes:

1. Tap **Start** > **Programs** > **Notes**.
2. Create a note. See *Creating a Note on page 3-15*.
3. In the **Notes** list, tap and hold the note, then select **Rename/Move...** .

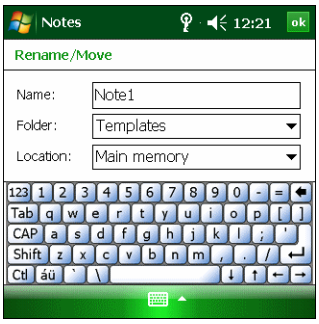


Figure 3-22 *Saving a Note in the Templates Folder*

4. In the **Folder:** drop-down list, select **Templates** to store the note in the Templates folder.
5. Tap **ok**.

Creating a Note Using a Template

To create a note based on a template:

1. Tap **Start** > **Programs** > **Notes**.
2. Tap the **Show** list (labeled **All Folders** by default), then select **Templates**. If the Templates folder doesn't appear, tap **More Folders**.
3. Tap the template to use, and make the changes.
4. Tap **ok** to close the note.
5. In the **Notes** list, tap and hold the note, then select **Rename/Move...** .
6. Enter a new name, folder, and location for the note.
7. Tap **ok**.

Editing a Note

To make changes to a note:

1. Tap **Start** > **Programs** > **Notes**.
2. Tap the note in the **Notes** list to open it.
3. Make the changes.
4. To rename the note, tap **Menu** > **Tools** > **Rename/Move...** .
5. Enter the new name in the **Name:** field. See *Figure 3-22 on page 3-16*.
6. To move the note to a different folder, in the **Folder:** drop-down list, select the new folder.
7. Tap **ok**.
8. Tap **ok**.

Deleting a Note

To delete a note:

1. Tap **Start** > **Programs** > **Notes**.
2. Tap and hold the note in the **Notes** list and select **Delete** from the pop-up menu, or select the note and tap **Menu** > **Tools** > **Delete**.

Beaming Notes

To beam a note to another device:

1. Tap **Start** > **Programs** > **Notes**.
2. Align the infrared ports on the devices.
3. Tap and hold the note and select **Beam File...**, or select the note and tap **Menu** > **Tools** > **Beam...** .

   To beam several notes, tap, drag, and hold to select the notes, then select **Beam File...** .
4. Select **Infrared** in the **To beam, select a device** field. After sending the file a message appears indicating successful data transfer.

Configuring Notes

To configure Notes:

1. Tap **Start** > **Programs** > **Notes**.
2. Tap **Menu** > **Options**.

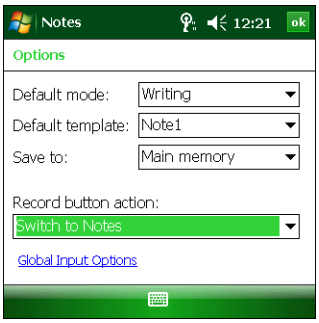


Figure 3-23 *Notes - Options Window*

3. In the **Default mode:** drop-down list, set the note taking mode (writing or typing).
4. In the **Default template:** drop-down list, select which template to use as a default when creating notes.
5. In the **Save to:** drop-down list, select where to save the note (in main memory, in the Application folder, or the cache disk).
6. In the **Record button action:** drop-down list, select whether pressing the record hardware button switches to the Notes application or remains in the current application.
7. To change input options, tap **Global Input Options**. See *Input on page 2-6*.

Messaging

Use **Messaging** to manage and organize both e-mail and (SMS) text messages. See *Setting an E-mail Server Connection* for more information on how to set up an e-mail server connection.

With **Messaging**, you can:

- Setup a new e-mail account with an Internet service provider (ISP) or an account that you access using a VPN server connection.
- Synchronize Outlook E-mail messages with **Microsoft Outlook** on your computer or with a Microsoft Exchange server.
- Send and receive **Live Hotmail** messages by signing into **Windows Live**. See *Windows Live on page 3-52* for more information.
- Send and receive e-mail messages by connecting directly to an e-mail server through an Internet service provider (ISP) or a network.
- Send and receive text messages through your mobile service subscription. Messaging supports 8 bits data with class 0, 1, 2, 3, as well as USDD (Unstructured Supplementary Service Data).

Setting an E-mail Server Connection

You can set up a connection to an e-mail server so that you can send and receive e-mail messages on your device. You can use multiple e-mail accounts to receive your messages. For each e-mail account you intend to use, first set up and name the e-mail service. If you use the same service to connect to different mailboxes, set up and name each mailbox connection.

There are two types of e-mail account that can be managed using your device.

- Microsoft Outlook

  Using Microsoft Outlook, your Inbox is updated each time you sync with your computer or corporate e-mail server.

- POP3/IMAP4

  This includes e-mail service from providers. These e-mail accounts can be managed remotely using a wireless connection.

To Set Up an E-mail Account

1. Tap **Start** > **Messaging**.
2. Tap **Setup E-mail**. The **E-mail Setup** window appears.

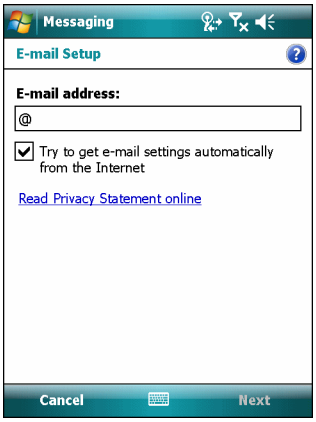


Figure 3-24 *E-mail Setup Window*

3. Enter your e-mail address.
4. In Windows Mobile 6.1, enter your password.
5. In Windows Mobile 6.0, tap the **Try to get e-mail settings automatically from the Internet** check box to allow auto setup to connect to the Internet and obtain e-mail server settings.

NOTE When Auto configuration connects to the Internet, it transmits your e-mail address and other information. To prevent Auto configuration from connecting to the Internet, clear the Attempt to obtain e-mail settings from the Internet check box and enter the e-mail settings yourself. You may need to get e-mail server information from your service provider.

For information that addresses your privacy concerns, tap **Read Privacy Statement online**.

6. Tap **Next**.

   Auto configuration attempts to download necessary e-mail server settings, so you do not need to enter them manually. If auto-configuration is successful you can begin sending/receiving e-mails. If unsuccessful you need to manually enter the settings.

7. Once **Auto configuration** is finished, tap **Next**.

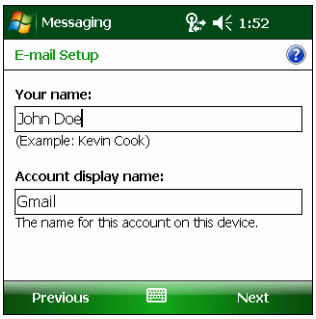


Figure 3-25 *E-Mail Setup - Name and Account*

8. Enter your name and account name that displays in Messaging. Tap **Next**.
9. In Windows Mobile 6.0, enter your user name and password. Tap **Next**.

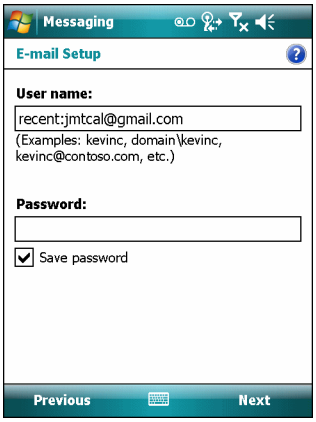


Figure 3-26 *E-mail Setup - User Name and Password Setup*

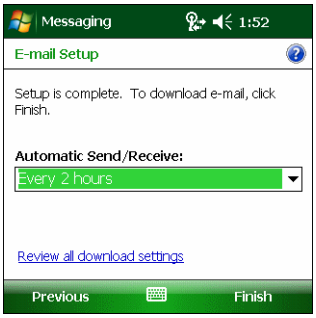


Figure 3-27 *E-mail Setup - Send/Receive Setup*

10. Select the timeframe for check for new e-mail. From the **Automatic Send/Receive** drop-down list.
11. Tap **Finish**.

Before you tap **Finish**, you can tap **Review all download settings** to access additional settings.

Open Messaging

To open Messaging tap **Start > Messaging**.

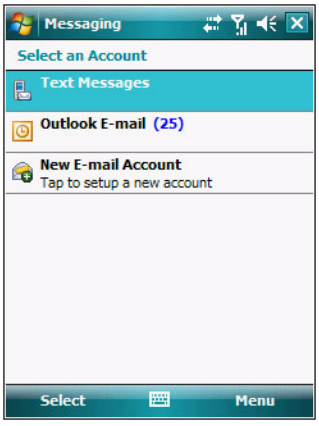


Figure 3-28 *Messaging - Select an Account Window*

To send and receive e-mail messages select an e-mail account then tap **Menu** > **Send/Receive**.

Using The Message List

The messages you receive display in the message list. By default, the most recently received messages display first in the list.

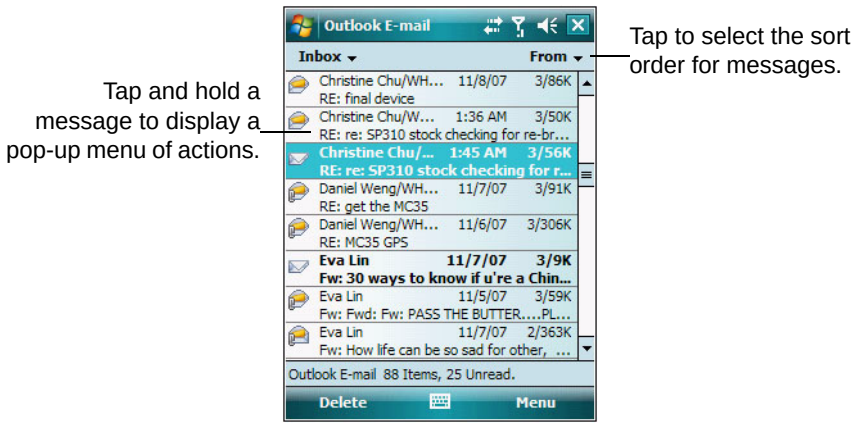

Tap and hold a message to display a pop-up menu of actions.
Outlook E-mail
Inbox
From
Tap to select the sort order for messages.
Christine Chu/WH... 11/8/07 3/86K
RE: final device
Christine Chu/W... 1:36 AM 3/50K
RE: re: SP310 stock checking for re-br...
Christine Chu/... 1:45 AM 3/56K
RE: re: SP310 stock checking for r...
Daniel Weng/WH... 11/7/07 3/91K
RE: get the MC35
Daniel Weng/WH... 11/6/07 3/306K
RE: MC35 GPS
Eva Lin 11/7/07 3/9K
Fw: 30 ways to know if u're a Chin...
Eva Lin 11/5/07 3/59K
Fw: Fwd: Fw: PASS THE BUTTER....PL...
Eva Lin 11/7/07 2/363K
Fw: How life can be so sad for other, ...
Outlook E-mail 88 Items, 25 Unread.
Delete
Menu

Figure 3-29 *Message List*

When you receive a message, tap it to open. Unread messages are displayed in bold text.

Creating an E-mail Message

To compose an e-mail message:

1. In the message list, tap **Menu** > **New**.
2. In the **To** field, enter the e-mail address of your intended recipients.
   - Manually enter the address using any of the **Input Selector** options.
   - Type the first few letters of an e-mail address that is stored in **Contacts**, then tap any of the available e-mail addresses. The auto-suggest feature suggests e-mail addresses as you type so that you find them more quickly.
   - Tap **Menu** > **Add Recipient** to display the contact list, then tap a contact from the list.

   NOTE Ensure multiple e-mail addresses within the same field is separated with a semicolon.
3. Compose your e-mail message.

   Messaging supports the following e-mail options.
   - To enter a preset or frequently used messages, tap **Menu** > **My Text**, then select a message.
   - Use the **Menu** > **Insert** command to attach a picture, voice note, or any file as e-mail attachments.

     When attaching a voice note, the **Recording** toolbar appears for you to create the voice note (file format: .wav); or you can select a previously created voice note (file format: .pwi).

     Outlook Mobile supports attachment of Office Mobile files (Word, Excel, and PowerPoint).
   - Use the **Menu** > **Spell Check** command to search your message for common spelling errors.
   - Use the **Menu** > **Message Options** command to set the priority level, security, and language options.
4. Tap **Send** when you've finished the message.

If you are working offline, the message is moved to the **Outbox** folder and sent the next time you're online.

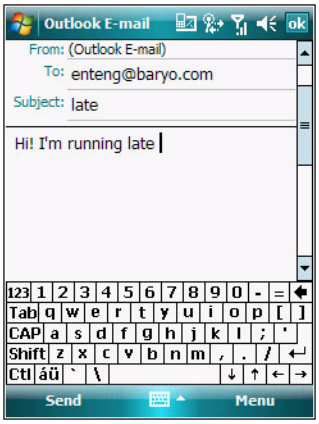


Figure 3-30 *Creating a Message*

By default, sent e-mail messages are not saved on your device to help conserve memory. If you prefer to keep copies of sent e-mail messages, follow the procedure below:

1. In the message list, tap **Menu** > **Tools** > **Options**.
2. On the **Message** tab, select the **Keep copies of sent items in the Sent folder** option.
3. Tap **ok**.
4. If you are using an Outlook E-mail or a IMAP4 account, select the **Sent Items** folder for synchronization.

   For more information on e-mail synchronization options, see *To configure ActiveSync e-mail synchronization settings: on page 3-24*.

Downloading Messages

The manner in which messages are downloaded in your device depends on the type account you have.

- E-mail messages in an Outlook E-mail account can be downloaded during ActiveSync synchronization.
- E-mail messages in a Windows Live Hotmail account can be downloaded when signed into Windows Live.
- E-mail messages in an e-mail account provided by your ISP, or that you access using a virtual private network (VPN) server can be downloaded from a remote e-mail server.
- Text messages are automatically received by your device when the phone function is turned on. When the phone function is disabled, messages are held by your mobile phone service provider until the next time you turn the phone function on.

Synchronizing Outlook E-mail Messages

Outlook e-mail messages can be synchronized as part of the general ActiveSync synchronization process.

During ActiveSync synchronization:

- Only the first 500 bytes (or characters, including spaces) of each new message sent to you within the last three days.
- Messages are copied from the Outlook Inbox folder on your computer, or from a Microsoft Exchange server, to the Outlook E-mail Inbox folder on your device.

- The messages on your device and on your computer are linked. When you delete a message on your device, it is also deleted from your computer the next time you synchronize, and vice versa.

To set up **ActiveSync** e-mail synchronization:

1. Connect your device to your computer.
2. Open **ActiveSync** on your computer.
3. Click **Tools** > **Options**.
4. Select the **E-mail** checkbox.
5. Click **OK**.

To configure ActiveSync e-mail synchronization settings:

1. Connect your device to your computer.
2. On **ActiveSync** on your computer, ensure the details pane is open. If it's not, click **Show Details**.
3. Double-click **E-Mail**.
4. Select the e-mail synchronization options you prefer.
   - If you receive long messages often and want to synchronize them in full, select a larger size in the **Download size limit** drop-down list.
   - If you want to synchronize more past messages, increase the interval in the **Download the past** drop-down list.
   - If you want to include e-mail attachments, select the **Include file attachments** checkbox. To limit the size of synchronized attachments, select the **Only if smaller than** checkbox and enter a size limit. Attachments larger than this limit are not synchronized with your device.
   - If you want to synchronize folders other than Inbox, click **Select Folders**, then select the subfolders that you want to synchronize.

     The **Deleted Items** folder synchronizes only one direction, from the device to the computer. Items in the **Deleted Items** folder on your computer do not appear on your device.
5. Click **OK** twice**.**

Synchronizing POP3/IMAP4 E-mail Messages

POP3/IMAP4 e-mail messages are downloaded using an e-mail server connection. During e-mail server synchronization:

- New e-mail messages are downloaded to that account's Inbox folder.
- E-mail messages in that account's Outbox folder are sent.
- E-mail messages that have been deleted in the e-mail server are removed from your device's Inbox folder.
- If you are using a POP3 account and you move e-mail messages to a folder you created, the link is broken between the messages on your device and their copies on the e-mail server. The next time you connect, the e-mail server sees that the messages are missing from the device's Inbox and delete them from the server. This prevents you from having duplicate copies of a message, but it also means that you will no longer have access to messages that you move to folders created from anywhere except your device.
- If you are using an IMAP4 account, the folders you create and the e-mail messages you move are mirrored on the server. Therefore, messages are available to you anytime you connect to your e-mail server, whether it is from your device or from your computer. This synchronization of folders occurs whenever you connect to your mail server, create new folders or rename/delete folders when connected.

To synchronize POP3/IMAP4 e-mail messages:

1. On the message list on your device, tap **Menu** > **Go To**, then select the e-mail account you want to use.
2. Tap **Menu** > **Send/Receive**.

Managing Messages and Folders

To change folder options:

1. Tap **Start** > **Messaging**.
2. Select an e-mail account.
3. Tap **Menu** > **Tools** > **Manage Folders...** .

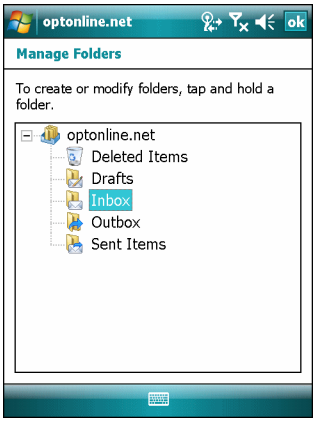


Figure 3-31 *Inbox Manage Folders Window*

4. As needed, manage folders as follows:
   - To move a message to another folder, in the message list, tap and hold the message, then select **Move...** on the pop-up menu. Select a folder to move to.
   - Tap and hold a folder, then tap **New Folder...** to create a new folder under the selected folder.
   - To change a folder name, tap and hold the folder, then tap **Rename...** . Note that default folder names cannot be changed.
   - To delete a folder and its contents, tap and hold **Delete**.
   - Tap and hold a folder, then select **Folder Options** to set folder synchronization settings for that folder.

Figure 3-32 *Manage Folders Window*

Configuring Accounts

To configure accounts:

1. Tap **Start** > **Messaging**.
2. Tap **Menu** > **Options** to modify how messages appear on-screen.
3. To change a signature, tap the **Accounts** tab.

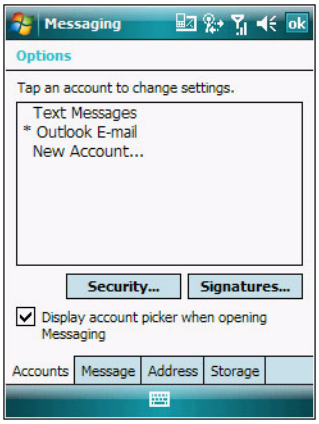


Figure 3-33 *Messaging Options Window - Accounts Tab*

4. Tap the **Signatures...** button.

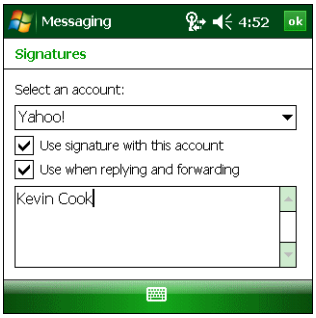


Figure 3-34 *Messaging Options - Signatures Window*

5. Select the account to use a signature with from the drop-down list.
6. Select the **Use signature with this account** check box.
7. Select the **Use when replying and forwarding** check box to append the signature to replied and forwarded messages.
8. Enter the signature in the text box.
9. Tap **ok.**
10. Tap the **Security...** button.

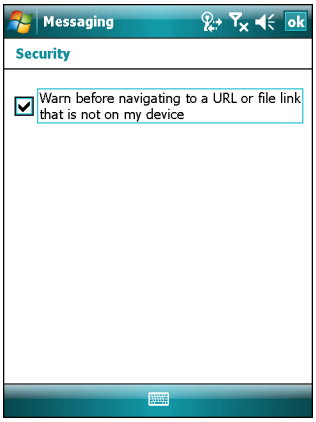


Figure 3-35 *Messaging Security Window*

11. Select the **Warn before navigating to a URL or file link that is not on my device** check box to notify you when a link is not on this device.
12. Tap **ok**.
13. Select the **Display account picker when opening Messaging** check box to display the list of e-mail account when Messaging opens.
14. Tap the **Message** tab to customize reply formatting options.

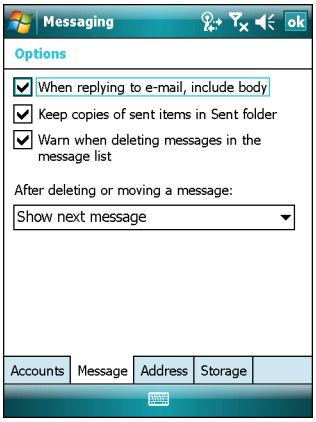


Figure 3-36 *Inbox Options Window - Message Tab*

15. Select the **When replying to e-mail, include body** check box to choose whether to include the original message in the reply, and how this appears.
16. Select the **Keep copies of sent items in Sent folder** check box to track sent messages. Note that this occupies memory on the device.
17. Select the **Warn when deleting messages in the message list** check box to indicate when messages are going to be deleted.
18. From the drop-down list, select whether, after deleting or moving a message, to see the next message, show the previous message, or return to the message list.
19. On the **Address** tab, use the drop-down list to select which e-mail address book to check in **Contacts**.

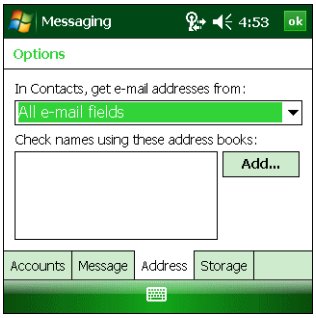


Figure 3-37 *Inbox Options Window - Address Tab*

20. Many e-mail servers can verify names with an online address book (a directory service) using Lightweight Directory Access Protocol (LDAP). To have Messaging check a directory service as well as a contact list to verify names entered in the **To**, **Cc**, and **Bcc** fields, select the mail service in the **Verify names using these address books:** field (if listed) and tap **ok**.

If the mail service is not listed, tap **Add...** .

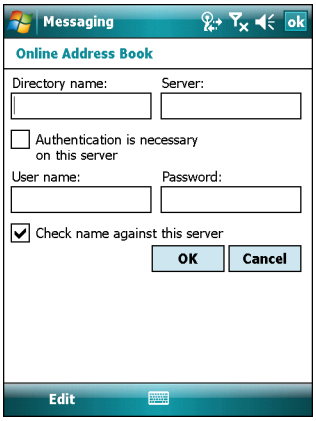


Figure 3-38 *Messaging Online Address Book Window*

21. In the **Directory name:** and **Server:** text boxes, enter the LDAP directory and server names.

22. If authentication is needed for the server, select the **Authentication is necessary on this server** check box, then enter the user name and password in their respective fields.

23. To check this service when using Messaging, select the **Check name against this server** check box.

NOTE When using synchronization to send and receive messages, disable installed directory services to avoid error messages that occur when Messaging attempts to verify names against an unconnected service.

24. Tap **ok.**

25. On the **Storage** tab, select the **Store attachments on storage card** check box to save message attachments to a storage card rather than internal RAM.

Figure 3-39 *Messaging Options - Storage Tab*

26. Select an option from the **Empty deleted items:** drop-down list to select when items are permanently removed.

Deleting Accounts

To delete an account:

1. Tap **Start** > **Messaging**.
2. Select the account to delete.
3. Tap **Menu** > **Delete**.
4. Tap **Yes** to delete the account.

Windows Media

Enjoy your favorite music and movies on the road, online or offline, with the new Windows Media Player 10 Mobile. The Player provides you with the highest quality audio and video experience for your mobile entertainment and it works seamlessly with Windows Media Player 10 on your Windows XP-based computer.

Copying Files To Your Device

Use the Sync feature in Windows Media Player 10 on your computer to copy your digital media files to your device. Using the Player, instead of simply copying files using the Explore button in ActiveSync, ensures that licenses are copied with protected files.

1. In Windows Media Player on your computer, click the **Library** tab (you must first connect your device to your computer).
2. In the **Playlist** pane, click the playlist, category, or other item that you want to copy.
3. On the top right side of the screen, click **Now Playing List**, then select **Sync List**.
4. Drag the items from middle portion of the screen to the **Sync List** pane to add them to the list of items to be synchronized.
5. Click **Start Sync** at the bottom right corner of the screen.

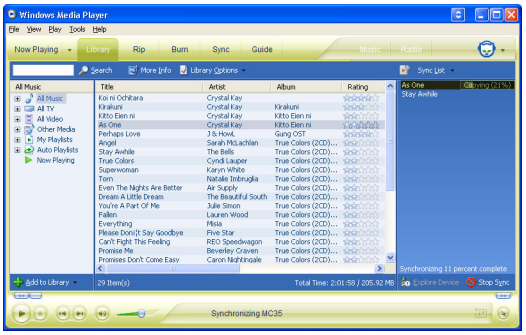


Figure 3-40 *Media Player Window*

Windows Media Player verifies that there is sufficient storage space on your device to copy the selected files. If there is sufficient space, the files are converted (if necessary) and copied. If the device has insufficient storage space, **May not fit** appears next to the selected items in the **Sync List** pane.

NOTE To facilitate faster copying of audio files to your device, it is recommended that you configure Windows Media Player 10 on your computer to automatically determine the quality level settings applicable to the mobile computer. See the Windows Media Player Help on your computer for more information.

To open Windows Media Player 10 Mobile:

Tap **Start** > **Programs** > **Windows Media**.

The Player displays the last open screen from your previous session.

The library

The library contains links to your playlists and audio or video files. You can sort content by criteria such as artist name, album title or genre. By default, Windows Media Player 10 Mobile automatically searches your device for

compatible digital media files and adds them to the My Device library. Similarly, when you insert a storage card into your device, Windows Media Player 10 Mobile automatically detects the files and adds them to the Storage Card library.

To update the library:

If the Player does not detect new files that you copy to your device, you can manually update the library.

1. Tap **Start** > **Programs** > **Windows Media**.
2. Tap **Menu** > **Update Library**.

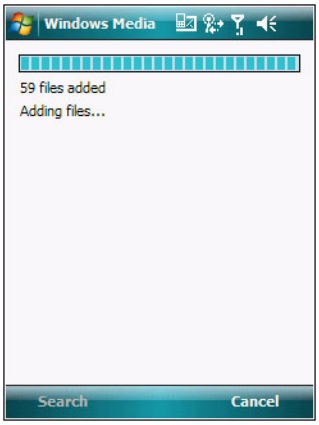


Figure 3-41 *Update Library*

3. Wait for files to be added, then tap **Done**.

The Playlist

A playlist is a customized list of digital media files that you want to watch or listen to. Using a playlist lets you group various digital media files together and specify the order you want the files to play in. You can also use playlists to copy files to your computer.

You can create a playlist based on:

- Source - For example, tracks from various CDs of your favorite artist or streaming media from an online music site.
- Personal preferences - For example, a playlist of tracks belonging to your favored music genre or video clips from your funny movie collection.
- Mood or activities - For example, a playlist of tracks you want to listen while travelling or during your R&R periods.

The Player has two default playlists:

- Local Content - Consists of all compatible audio and video files stored on your device and/or storage card.
- Web Favorites - Consists of your favorite streaming media files. This playlist is empty until you add items to it.

To add items to the Now Playing playlist:

1. On the **Library** screen, tap **Menu** > **Library**.

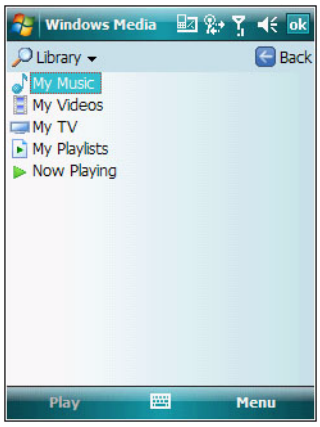


Figure 3-42 *Windows Media Library*

2. Select a library in the Library pick list (for example a storage card).

NOTE If the Player does not detect new files that you copied to your device, you can manually update the library by tapping **Menu** > **Update Library**. After the files have been added, tap **Done**.

3. Select a category, then tap and hold the item that you want to add in the **Now Playing** folder.

4. Tap **Queue Up**.

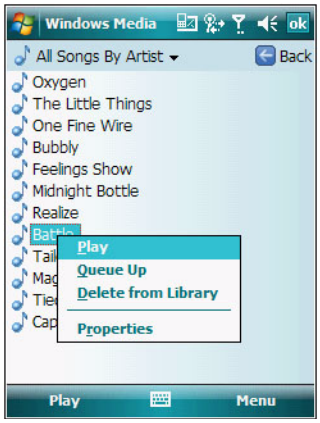


Figure 3-43

5. Tap **Menu** > **Now Playing**.

6. On the **Now Playing** screen, tap to switch to the **Library** screen and find items to add to the Now Playing playlist.

NOTE To quickly add a group of files to the Now Playing playlist, tap and hold an item in the library (such as an album name, artist name or genre), then tap **Queue Up**.

To edit the Now Playing playlist:

1. On the Player screen, tap **Now Playing**.

   - or -

   Tap **Menu** > **Library** > **Menu** > **Now Playing**, then the playlist you want to edit.

Figure 3-44

2. Perform any of the following:

   - Tap to move the selected item up in the playlist. You can also tap and drag an item to move it up in the playlist.
   - Tap to move the selected item down in the playlist. You can also tap and drag an item to move it down in the playlist.
   - Tap to display the Library screen and add items to the Now Playing playlist.
   - Tap to delete the selected item from the playlist.
   - Tap to view track properties of the selected item.

To delete an item in the Now Playing playlist:

1. On the **Playback** screen, tap **Now Playing**.
2. Tap and hold the item you want to delete, then tap **Remove from Playlist** from the pop-up menu.

Figure 3-45

- or -

Tap an item you want to delete, then tap **Menu** > **Remove from Playlist**.

Viewing track properties

You can check the file properties of a track for your reference. You can do this either in a playlist screen or in the Player screen.

To view track properties from a playlist:

1. On the **Library** screen, tap **My Playlists**.

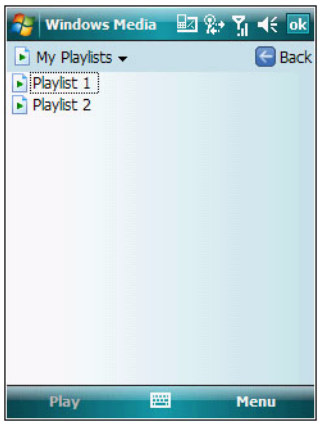


Figure 3-46

2. Tap a playlist category.
3. On the **Playlist** window, tap or play a file.
4. Tap **Menu > Properties**.

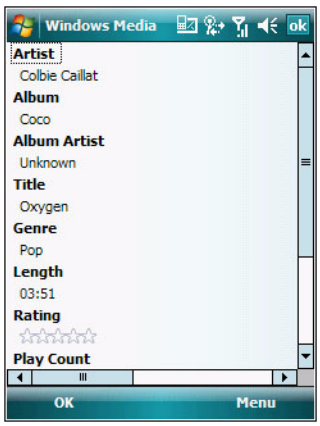


Figure 3-47

5. Tap the scroll bar to view more fields.
6. Tap **ok**.

To view track properties from the Player screen:

- On the **Playback** screen, tap **Menu > Properties**.
- - or -
- On the **Playback** screen, tap **Now Playing**, then tap .

- Tap the scroll bar to view more fields.

File Playback

The Player supports playback of the following file formats:

- Windows Media - Including .asf, .asx, .wax, .wm, .wma, .wmv, .wmx, and .wvx files.
- MPEG - .mp3 files

You can play files stored in your device, a storage card, or a network.

Playing a file stored in your device or in a storage card

If you want to use files stored in a storage card, install the card to your device.

1. On the **Playback** screen, tap **Now Playing**.

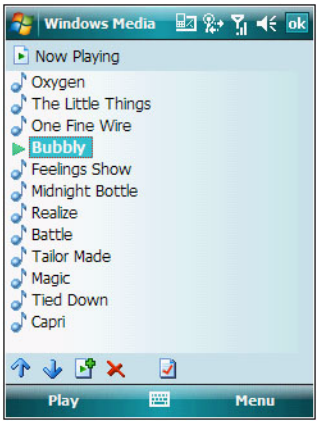


Figure 3-48

2. Tap , then the playlist/location where the file you want to play is assigned/located.
3. Tap **Play**.

   Screen shifts to the Player screen. Unless you selected the last listed track in a playlist or location, the rest of the tracks will automatically be played.

Playing a streaming media file

You can play files located on a network. Your device must first be connected to the network before you can do this.

1. On the **Playback** screen, tap **Menu > Library**.
2. Tap **Menu > Open URL**.

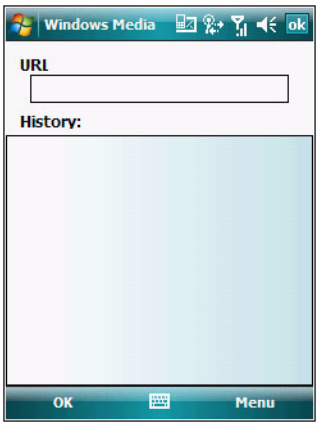


Figure 3-49

3. Enter a URL.
4. Tap **ok**. Screen shifts to the Player screen.

Playback controls

The user interface of the Windows Media Player Mobile Playback screen lets you easily manage all aspects of the track playback. The screenshot below shows the functions of the Playback control buttons, as well as all available menus.

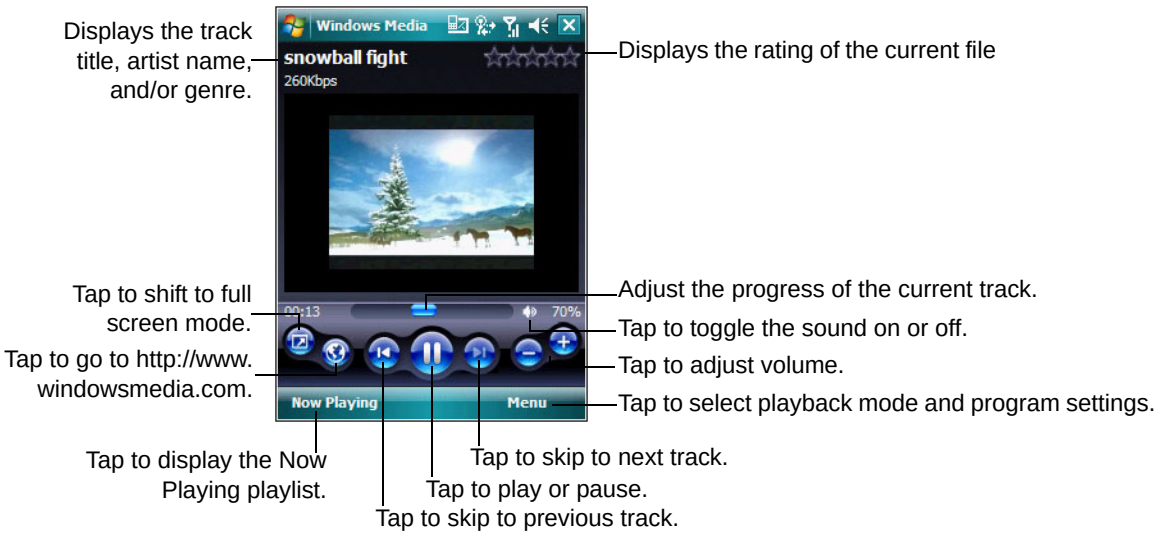

Displays the track title, artist name, and/or genre.
Windows Media
snowball fight
260Kbps
Displays the rating of the current file
Tap to shift to full screen mode.
Tap to go to http://www.windowsmedia.com.
Adjust the progress of the current track.
Tap to toggle the sound on or off.
Tap to adjust volume.
Tap to select playback mode and program settings.
Now Playing
Menu
Tap to display the Now Playing playlist.
Tap to skip to next track.
Tap to play or pause.
Tap to skip to previous track.

Figure 3-50 *Playback Controls*

To play a playlist in random order:

- Tap **Menu > Shuffle**.

To repeat playback of a playlist:

- Tap **Menu > Repeat**.

Customizing the Player

You can change the appearance and functionality of the Player to suit your personal style and preferences.

Using Skins to Change the Player Look

Change the appearance of the Player by using skins. To download skins and learn related information, go to http://www.microsoft.com/windows/windowsmedia/.

Use ActiveSync to download skins from your computer to your device.

NOTE To ensure that downloaded skins appear in the Skin Chooser panel, do not store the skin files in the Windows folder of your device.

To change Player appearance:

1. On the **Playback** screen, tap **Menu** > **Options** > **Skins** tab.
2. Tap the **Previous** or **Next** button to locate a skin.

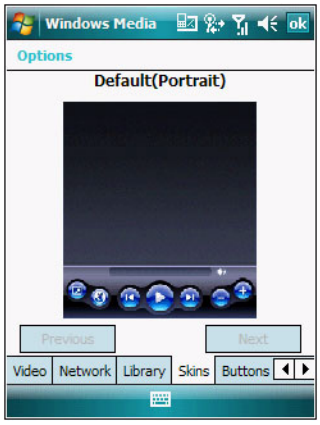


Figure 3-51 *Options - Skins Tab*

3. Tap **ok**.

   The Player switches to skin mode.

Changing Audio and Video Settings

You can change the audio and video settings of the Player to suit your listening preferences.

To set audio and video preferences:

1. On the **Playback** screen, tap **Menu** > **Options** > **Playback** tab.
2. In the **Show time as** drop-down list, select whether to show how much time has elapsed or remaining on the Playback screen.

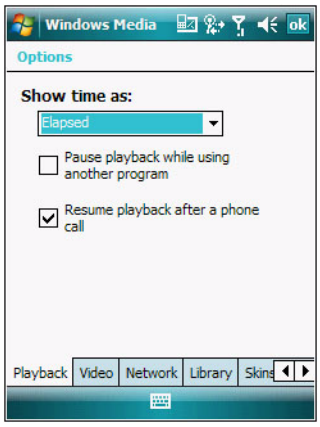


Figure 3-52 *Options - Playback Tab*

3. Tap the **Video** tab, then perform the following:
   a. In the **Play video in full screen** drop-down list, select a screen size for video playback.
   b. Select the **Scale to fit in window** checkbox to scale down oversized video files to fit the window size.

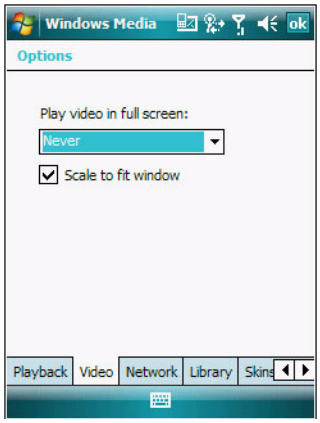


Figure 3-53 *Options - Video Tab*

4. Tap **ok**.

Changing Network Settings

You can define Player settings for connecting to a network to optimized playback of streaming media.

To set network settings:

1. On the **Playback** screen, tap **Menu** > **Options** > **Network** tab.
2. Select the check box opposite each network protocol you want to enable. You must select at least one protocol.

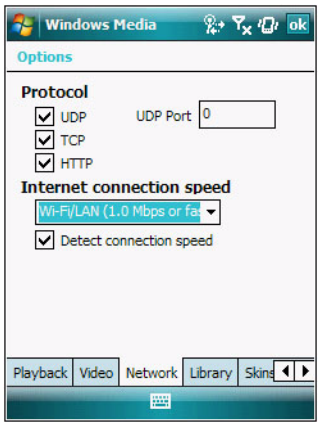


Figure 3-54 *Options - Network Tab*

3. In the **Internet connection speed** drop-down list, select the speed of your network connection.
4. Tap **ok**.

NOTE Some networks use a firewall that prevents users from receiving streams. Contact your network administrator for more information.

Changing the Startup Screen

You can define the startup screen when you start the Windows Media Player Mobile.

To change the startup screen:

1. On the **Playback** screen, tap **Menu** > **Options** > **Library** tab.
2. Perform one of the following:
   a. Select the **Start Player on Library screen** check box, to show the **Library** window when you start the Windows Media Player Mobile.
   b. Clear the **Start Player on Library screen** check box, to show the **Playback** window when you start the Windows Media Player Mobile.

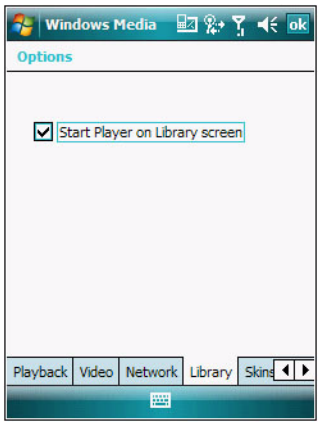


Figure 3-55 *Options - Library Tab*

3. Tap **ok**.

Setting Hardware Playback Controls

The button mapping function allows you to assign hardware buttons on your device to perform standard playback functions. You can also assign a button to toggle off the screen to help minimize power consumption while continuing to listen to music.

To map a button:

1. On the **Playback** screen, tap **Menu** > **Options > Buttons** tab.

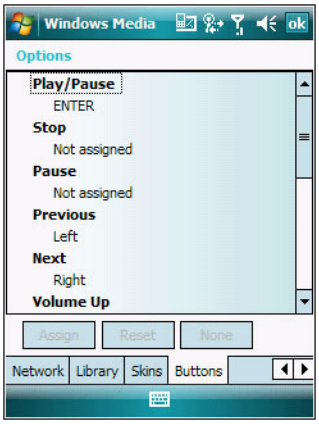


Figure 3-56 *Options - Buttons Tab*

2. In the list of controls, tap a control name.
3. Tap the **Assign** button, then press the hardware button on your device.
4. Tap **ok**.

Licenses and Protected Files

Some digital media content from the Internet, CD tracks, and videos have associated licenses that protect them from being unlawfully distributed or shared. Licenses are managed and created using digital rights management (DRM), which is the technology for securing content and managing the rights for its access. Some licenses may prevent you from playing files that are copied to your device. Files that have licenses associated with them are called protected files. Use the Windows Media Player on your computer to copy your digital media files to your device. Using the Player, ensures that licenses are copied with protected files. For more information on using Windows Media Player, tap **Start** > **Help**.

Pictures & Videos

Pictures & Videos extends your device's function to the visual scene with its image management, viewer and editing functions. It supports BMP, GIF and JPEG image formats, as well as record and launch video clips stored on your device or on a storage card. Now you can keep those images of your favorite moments as mobile as you are.

To open **Pictures & Videos** tap > **Programs** > **Pictures & Videos**. **Pictures & Videos** opens to a thumbnail view of all image files stored on the My Pictures folder on your device and/or on a storage card.

Figure 3-57 *Pictures & Videos Window*

You can use **Pictures & Videos** to perform any of the following:

- View images in thumbnail, full screen or slide show mode
- Edit BMP, GIF and JPEG images.
- Set a BMP, GIF and JEG image as the background of the Today screen, similar to using a wallpaper on your computer's desktop screen.
- Send an image file or video clip via infrared or using Inbox.
- Record a video clip.
- Launch video clips on your device.
- Launch the **Camera** application.

Taking Photos

To take a photo:

1. Tap > **Programs** > **Pictures & Videos**.
2. Tap **Camera** on the command bar.

Figure 3-58 *Camera Window*

The Camera window displays the view finder. Information about the current settings or the remaining number of images that can be saved to your device are displayed on the lower right corner of the screen.

3. Check the image on the view finder, adjust if necessary.
4. Press the **Enter** key to take the picture.

Burst Mode

Burst mode is a way to take a series of quick pictures. To take photos using burst mode:

1. Tap **Menu** > **Mode** > **Burst**.
2. Press the **Enter** key to take the picture.

To stop a burst of pictures before all pictures have been taken, close **Camera**.

Timer Mode

Using the timer, you can take a self-portrait. Just place the device on a stable support and press the camera button, then get into position. To take photos using timer:

1. Tap **Menu** > **Mode** > **Timer**.

NOTE By default, the self timer delay is set at five seconds.

Recording Video

To record a video clip:

1. Tap > **Programs** > **Pictures & Videos** > **Camera**.
2. Tap **Menu** > **Video** to set shooting mode to video.

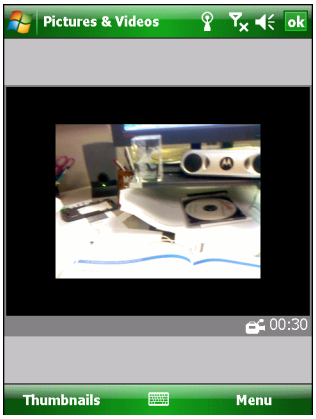


Figure 3-59 *Video Window*

The available recording time displays on the screen.

NOTE By default, the time limit for recording videos is set to 30 seconds.

3. Press the **Enter** key to begin recording.

   Recording stops when you press the **Enter** button again.

Viewing Photos and Videos

To view photos and video clips:

1. **Tap** > **Programs** > **Pictures & Videos**.
2. Tap the picture or video clip to view.

Copying Image Files Or Video Clips to Your Device

To view your image files and video clips in **Pictures & Videos**, copy the files to the *My Pictures* folder of your device or on a storage card folder.

1. Connect your device to a host computer.
2. In ActiveSync on your computer, click Explore. Windows Explorer opens the Mobile Device window for your device.
3. Locate then select the file(s) to copy on the device.
4. Right-click the selected file(s), then click Copy.
5. Place the cursor on the *My Pictures* folder of the Mobile Device window, right-click, then click Paste.

   In **Pictures & Videos**, tap to view image files stored in the *My Pictures* folder.

To copy image files from a memory card to your device:

1. Install the memory card.
2. Perform steps 1-4 of the procedure above.
3. Locate the *Built-in Storage* folder under the *My Windows Mobile-Based Device* directory.

4. Open the folder under the *Built-in Storage* folder where you want to save your image file(s).
5. Place the cursor on the selected folder, right-click, then click **Paste**.

   In **Pictures & Videos**, tap to view image files stored in an attached memory card.

Organizing Photos and Videos

You can use **Pictures & Videos** to organize and search for images stored on your device. You can also edit images and send them as an e-mail attachment, view a slide show of your pictures or set a picture as a background on the **Today** screen. **Pictures & Videos** display images in any of the three view modes—thumbnail (default), full screen, and slide show.

Thumbnail Mode

Thumbnail mode is the default view mode every time you open Pictures.

You can perform the following while in thumbnail mode:

- Tap and hold a thumbnail to display a pop-up menu of available actions.
- Place your stylus within the edge at the far left or far right of the screen and then drag the stylus over the images to perform multiple selections useful in deleting images by batch rather than by thumbnail.

To perform image management tasks:

1. Tap and hold a thumbnail to display a pop-up menu of available actions.
2. Perform any of the following:
   - Select **Cut** to move image file to the Storage Card folder.
   - Select **Copy** to create a duplicate image file. This is useful when you want to edit an image but still want to retain an original copy of the image.
   - Select **Delete** to remove the selected thumbnail from its location. You are prompted to confirm the deletion.
   - Select **Send** to attach image as an attachment to an e-mail.
   - Select **Beam** to send the thumbnail to another Bluetooth or IR-enabled device.
   - Select **Set as Today Background** to set image as background of the Today screen.

Full Screen Mode

To view image in full screen mode, tap a thumbnail or press the joystick while a thumbnail is selected.

In this view, the selected image is maximized so that it fits the entire screen (with the navigator and command bars still visible) used to display it.

Tap **ok** to return to thumbnail mode.

Editing Pictures

Rotate, crop, zoom, and adjust the brightness and color contrast of the .jpg pictures.

1. Tap **Start** > **Programs** > **Pictures** icon.
2. Tap the thumbnail of the picture to view.

3. Tap **Menu** > **Zoom** to display the Zoom panel, used to zoom in or out of a picture. Tap **Menu** > **Zoom** again to close the Zoom panel.
4. To rotate a picture 90 degrees counter-clockwise, tap **Menu** > **Edit**, then tap **Rotate**.
5. To crop a picture, tap **Menu** > **Edit**, then tap **Menu** > **Crop.** Drag the stylus across the screen to select the crop area. Tap inside the area to crop the picture, or outside of the area to cancel cropping.

Setting a Picture as Wallpaper

To add a custom look to the Today screen of your device; apply a wallpaper of your choice using any image. To set an image as a Today wallpaper:

1. Tap and hold a thumbnail, then select **Set as Today Background**.
2. Tap the up or down arrows to set the transparency level.
3. Tap **ok**.

Slide Show Mode

You can view images in a slide show much like viewing a PowerPoint presentation in your computer. Images are adjusted to fit the entire display area and are shown in a five seconds interval (default).

To view image in slide show mode:

1. In thumbnail mode, tap **Menu** > **Play Slide Show**.

During the slide show, you can use hardware buttons to control the image display. Move the joystick up or down to display the previous image; rotate down to display the next image.

To view the Slide Show toolbar:

• During the slide show, tap anywhere on the screen.

The icons in the Slide Show toolbar lets you control the pace of the slide show, as well as change the orientation of the images.

- Tap to rotate the images counterclockwise.
- Tap to continue the slide show after pausing it.
- Tap to pause the slide show.
- Tap to display the previous image.
- Tap to display the next image.
- Tap to stop the slide show. Screen returns to thumbnail mode.

Camera Configuration

To configure the camera settings:

1. Launch the **Camera** application.
2. Tap **Menu**, then configure the device settings.
   - Video - Tap to switch to video mode.
   - Mode - Select from the following modes to take the picture:

- Normal - Takes picture using the default settings.
- Burst - Takes picture consecutively in continuous mode.
- Timer - Takes picture five seconds after pressing the **Enter** key.

- Brightness - Set the camera brightness level.
- Resolution - Set the camera resolution level. Note that selecting a high quality picture increases the size of the file significantly.
- Flash - Turns flash on and off.
- Full Screen - Toggles the viewfinder between full screen and window modes.
- Options - Displays the camera options screen.

3. Tap **ok** to exit.

Video Configuration

To configure the video settings:

1. Launch the **Video** application.
2. Tap **Menu**, then configure the device settings.
   - Still - Tap to switch to still (camera) mode.
   - Brightness - Set the video brightness level.
   - Quality - Set the quality (video resolution and sound fidelity) and size of the video clips you record. Video clips of higher quality require more memory.
   - Full Screen - Toggles the viewfinder between full screen and window modes.
   - Options - Displays the video options screen.
3. Tap **ok** to exit.

Customizing Pictures & Videos

Using the **Options** command you can set preference settings on how to use **Pictures & Videos**.

To customize **Pictures & Videos**:

1. On either thumbnail or full screen mode, tap **Menu** > **Options**.
2. On the **General** tab, set the following options:
   - Select the size of the pictures you want to send through e-mail. Only pictures sent through an e-mail message is resized, the original picture remains unchanged.
   - Resize pictures for faster e-mail transfer.
   - Rotate pictures towards left or right.
3. On the **Slide Show** tab, set the following options:
   - Select the **Portrait pictures** or **Landscape pictures** radio button to set slide show orientation.
   - Select the **Play a screensaver when connected to my PC and idle for 2 minutes** check box to set the image files in the **My Pictures** folder as a screensaver whenever your device is connected to the USB sync cable and is idle for 2 minutes.

4. On the **Camera** tab, set the following options:
   - In the **Type filename prefix** text box, enter the prefix to be used as a default title for the image file.
   - In the **Save files to** drop-down list, select to save image files to onboard memory or built-in storage.
   - In the **Still image compression level** drop-down list, set a compression level when saving the image. The high quality setting provides the best image quality but more memory is required.
5. On the **Video** tab, set the following options:
   - Select the **Include audio when recording video files** check box to record audio along with video.
   - In the **Time limit for videos** drop-down list, set the amount of time for recording video.

Internet Explorer Mobile

Use **Internet Explorer Mobile** to view Internet or Intranet sites from your device. You can download files and programs when browsing these sites. During synchronization with your computer, you can choose to download your favorite links and mobile favorites that are stored in the Mobile Favorites subfolder of Internet Explorer on your computer.

Internet Explorer Mobile includes support for:

- XHTML Basic
- Cascading Style Sheets
- WML 2.0
- JScript 5.5
- IPv6.

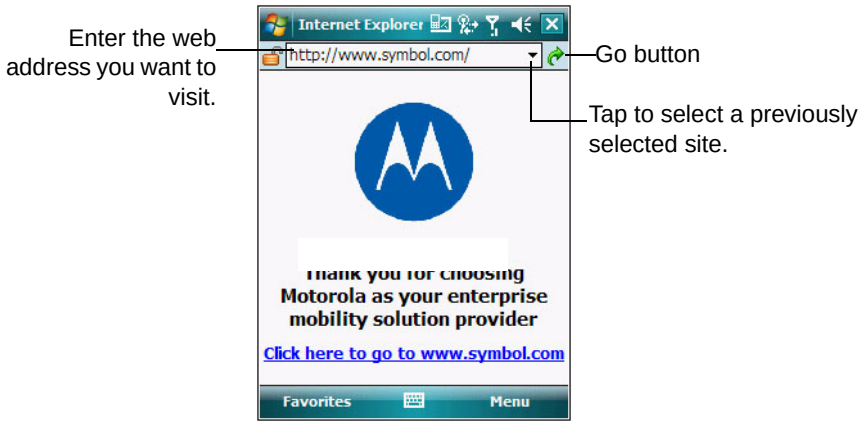


Figure 3-60 *Internet Explorer Mobile WIndow*

To open **Internet Explorer Mobile** tap **Start** > **Internet Explorer**.

Browsing the Internet

To connect and start browsing:

- Tap **Menu** > **Favorites**, then tap the favorite you want to view.
- In the address bar that appears at the top of the screen, enter the Web address you want to visit, then tap .
- Tap the **Address Bar** pick list to choose from previously entered addresses.

Viewing the History List

Tap **Menu** > **Tools** > **History**.

To change the number of days of links stored in the History list and clear the History list:

1. On the **Internet Explorer Mobile** window, tap **Menu** > **Tools** > **Options** > **Memory** tab.

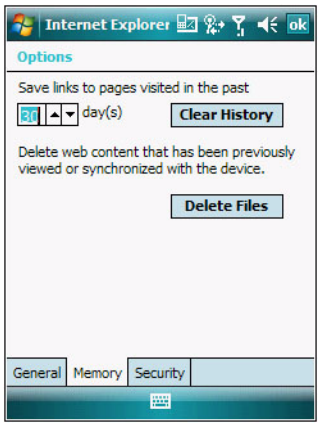


Figure 3-61 *Internet Explorer Option - Memory Tab*

2. Tap the pick list under **Save links to pages visited in the past** to set the number of days of links.
3. Tap **Clear History** to delete the stored links.
4. Tap **ok**.

Mobile Favorites

To display the **Mobile Favorites** navigation screen tap **Menu** > **Favorites**.

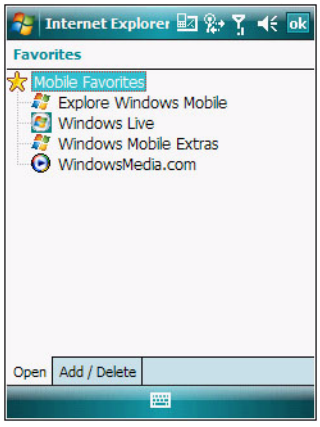


Figure 3-62 *Internet Explorer Favorites Window*

1. Tap the page you want to view.

   The page that was downloaded the last time you synchronized with your computer displays. If the page is not on your device, the favorite is dimmed. Synchronize with your computer again to download the page to your device, or connect to the Internet to view the page.

To add a favorite link:

1. While on the page you want to add, tap and hold on the page.
2. Tap **Add to Favorites** from the pop-up menu.

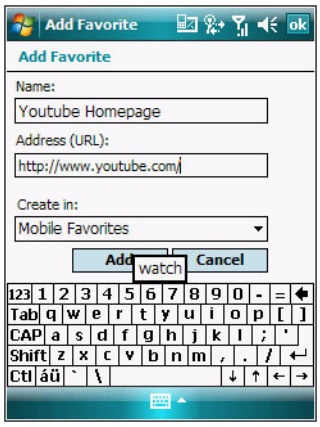


Figure 3-63 *Internet Explorer Add Favorite Window*

3. Make the changes you want on the **Name** and **Address** boxes.
4. In the **Create in** drop-down list, select the folder where you want the link to be stored.
5. Tap **Add**, then tap **ok**.

Mobile Favorites Folder

Only items stored in the Mobile Favorites subfolder of the Favorites folder of Internet Explorer on your computer are synchronized with your device. This folder was created when you selected the Favorites information type for ActiveSync synchronization with your computer.

Favorite Links

During synchronization, the list of favorite links in the Mobile Favorites folder on your computer is synchronized with Internet Explorer Mobile on your device. Both locations are updated with changes made to either list each time you synchronize. Unless you mark the favorite link as a mobile favorite, only the link will be downloaded to your device, and you will need to connect to your ISP or network to view the content.

Mobile Favorites

If you are using Microsoft Internet Explorer 5.0 or later on your computer, you can download mobile favorites to your device. Synchronizing mobile favorites downloads Web content to your device and enables you to view pages while you are disconnected from your ISP and computer. To quickly create mobile favorites, use the Internet Explorer plug-in installed with ActiveSync.

To create a mobile favorite:

1. In Internet Explorer on your computer, click **Tools > Create Mobile Favorite**.
2. To change the link name, enter a new name in the Name box.
3. Optionally, in Update, select a desired update schedule.

   If you did not specify an update schedule, you need to manually download content to keep the information updated on both your computer and device. Before synchronizing with your device, in Internet Explorer on your computer, click **Tools**, then **Synchronize**. You will see the last time content was downloaded to the computer, and you can manually download content if needed.
4. Click **OK**.

Internet Explorer downloads the latest version of the page to your computer.

NOTE You can add a button to the Internet Explorer toolbar for creating mobile favorites. In Internet Explorer on your computer, click **View > Toolbars > Customize**.

To download a mobile favorite:

1. Right-click the mobile favorite, then click **Properties**.
2. On the **Download** tab, specify the number of links deep you want to download.

   To conserve device memory, go only one level deep.
3. Synchronize your device and computer.

   Mobile favorites that are stored in the Mobile Favorites folder in Internet Explorer are downloaded to your device.

To save device memory in downloading mobile favorites:

Mobile favorites take up storage memory on your device. To minimize the amount of memory used, observe the following:

- In the settings for the Favorites information type in ActiveSync options, turn off pictures and sounds, or top some mobile favorites from being downloaded to your device.
- Limit the number of downloaded linked pages. In Internet Explorer on the computer, right-click the mobile favorite you want to change, then click **Properties**. On the **Download** tab, specify 0 or 1 for the number of linked pages you want to download.

Windows Live

Windows Live includes support for the following:

- **Live Hotmail Mobile** - You can read, write and send e-mails, delete e-mails and manage your Hotmail folder.
- **Live Messenger Mobile** - Send and receive instant messages. Subscribe to status update for selected contacts so you are notified when they are online.
- **Live Sync** - You can sync contacts and e-mails between your device and Windows Live.
- **Live Search bar** - Launch a personalized browser that offers e-mail access and a portal that allows access to customized stock lists, weather, sports, entertainment and news headlines.

To open **Windows Live**:

1. Tap **Start** > **Programs** > **Windows Live**.

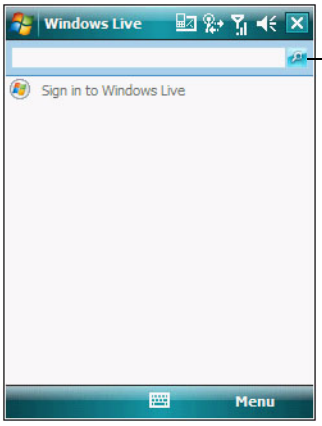


Figure 3-64 *Windows Live Window*

To sign in to **Windows Live**:

1. On the Today screen, tap **Sign in to Windows Live.**
2. Tap **Accept** to agree to **Terms of Use**.

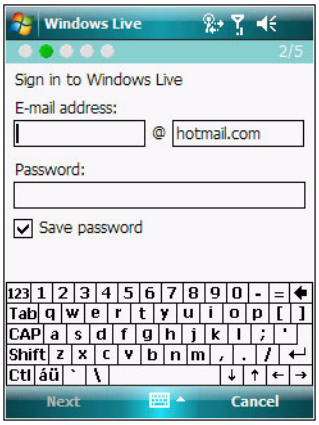


Figure 3-65 *Sign-In Window*

3. Enter your sign-in e-mail address and password.

Select the **Save password** checkbox so you need not enter these information again the next time you sign in.

4. Tap **Next**.
5. Follow the on-screen instructions to complete sign-up.

   After completing the sign-up, the **Windows Live** display name, display picture, and connection status appears on the **Today** screen.

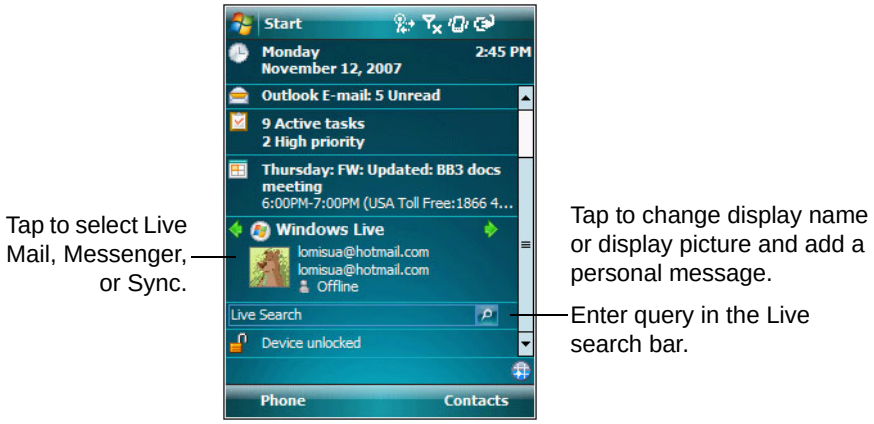


Figure 3-66 *Today Screen with Windows Live*

For more information on how to use **Windows Live**, visit http://support.live.com.

Live Hotmail

Windows Live Hotmail allows you access your **Live Hotmail Inbox**.

NOTE Ensure you create a connection to the internet before using **Windows Live Mail**.

To view your **Windows Live Mail Inbox**:

1. Sign in to **Windows Live**.
2. On the **Today** screen, tap and select **Mail**.

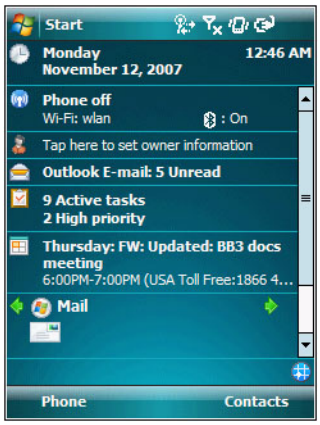


Figure 3-67 *Select Mail on Today Screen*

3. To synchronize your **Windows Live Inbox** so you see your latest e-mail messages, tap **Menu** > **Send/Receive**.

Figure 3-68 *Windows Live Hotmail Inbox*

To create an e-mail message:

1. On the **Windows Live Inbox** window, tap **Menu** > **New**.

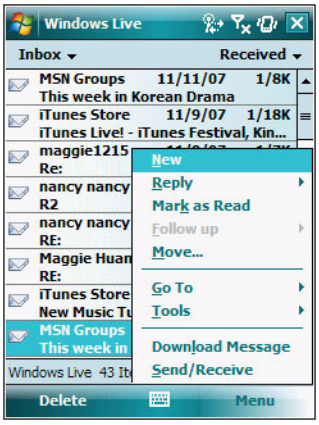


Figure 3-69 *Inbox Menu*

2. Enter the e-mail address of your intended recipients in the **To** box.
3. Enter the subject in the **Subject** line.
4. Compose your message.
5. Tap **Send** when you have finished the message.

Live Messenger

Live Messenger on your device is an instant messaging program that lets you:

- See who is online
- Send and receive instant messages
- Conduct instant message conversations with groups of contacts.

Requirements to use **Live Messenger**:

- For **Windows Live** Messenger Service a Microsoft Passport is required. If you have a Hotmail® or MSN account, you already have a Passport.
- Sign up for a Microsoft Passport account at http://www.passport.com. Get a free Microsoft Hotmail e-mail address at http://www.hotmail.com.
- For Exchange Instant Messaging Service, an Exchange account.
- To set up an Exchange account, see your network administrator.

To open **Live Messenger**:

1. Sign in to **Windows Live**.
2. On the **Today** screen, tap and select **Messenger**.

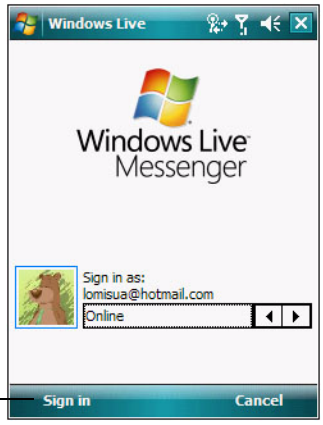


Figure 3-70 *Messenger Sign-In Window*

3. Tap **Sign In**.

   If you already use Live or MSN Messenger on your computer, your contacts will show up on your device without being added again.

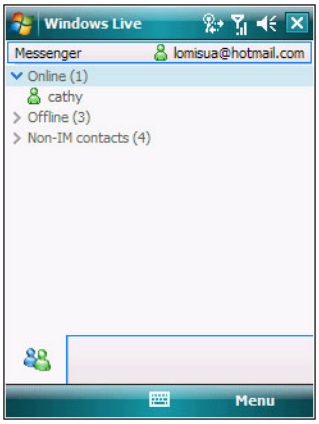


Figure 3-71 *Messenger Window*

NOTE To sign in after connecting to a wireless network, tap **Menu** > **Options** > **Messenger**, then follow the directions on the screen.

To work with contacts:

The **Live Messenger** screen shows all of your messenger contacts at a glance, divided into **Online** and **Not Online** categories. From this view, while connected, you can chat, send an e-mail, block the contact from chatting with you, or delete contacts from your list using the pop-up menu.

- To see others online without being seen, tap **Menu** > **Change Status** > **Appear Offline**.

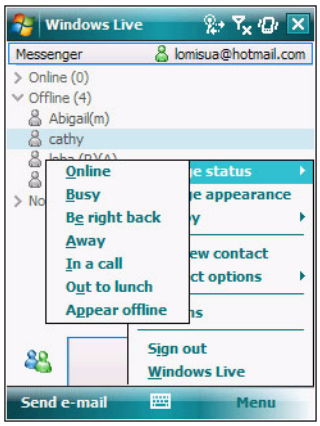


Figure 3-72 *Set Online Status*

- If you block a contact, you appear offline but remain on the blocked contact list.
- To unblock a contact, tap and hold the contact, then tap **Unblock** on the pop-up menu.

To chat with contacts:

1. To open a chat window, tap a contact name.
2. Enter your message in the text entry area at the bottom of the screen.
3. Tap **Enter**.

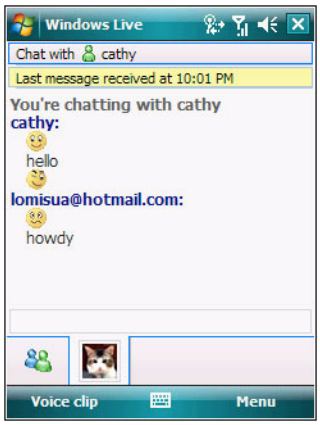


Figure 3-73 *Messenger Chat Window*

Tips when chatting with contacts:

- To invite another contact to a multi-user chat, tap **Menu** > **Chat**, then tap the contact you want to invite.
- To return back to your chat window, tap **Menu** > **Chat**, then select the person with whom you were chatting.
- To see if the contact you are chatting with is responding, look for the message under the text entry area.

To sign out of your account tap **Sign Out**.

Live Sync

Windows Live Sync lets you synchronize **Windows Live** contacts, they appear in your mobile device address book, allowing you to call, e-mail, or send instant messages to all your contacts more easily. You will also see your contact's online status, Spaces updates, and pictures in the address book. If you choose not to sync **Windows Live** contacts with your mobile device address book you will still be able to find your **Windows Live** contacts in **Messenger**.

NOTE Make sure you create a connection to the internet before using **Windows Live Sync**.

To synchronize e-mail using **Live Sync**:

1. Sign in to **Windows Live**.
2. On the **Today** screen, tap and select **Sync**.

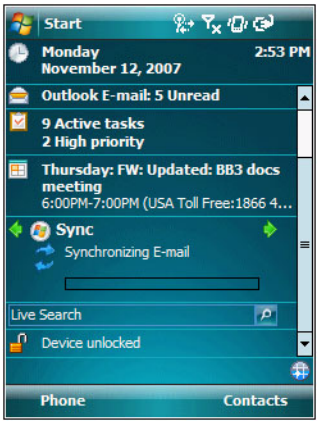


Figure 3-74 *Select Sync on Today Screen*

Internet Sharing

Internet Sharing enables your computer to use the device as a modem for connecting to the Internet.

To use your device as a modem using a USB cable:

1. Ensure that the device is not connected to your computer.
2. Tap **Start > Programs > Internet Sharing**.

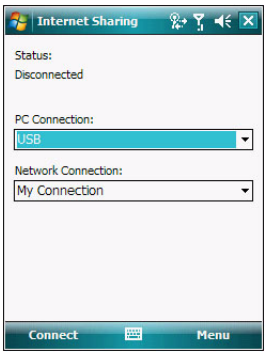


Figure 3-75 *Internet Sharing Window*

3. In the **PC Connection** list, select **USB**.
4. In the **Network Connection** list, select the connection type.

   Select the network connection that the device should use to connect to the Internet.
5. Tap **Connect**.
6. Connect your device to your computer using a USB cable. The computer connects to the internet. In the Device Manager window “Windows Mobile-based Internet Sharing Device” displays in the Network adapters section.

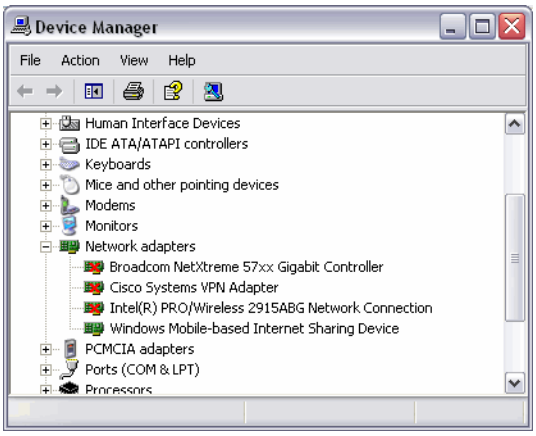


Figure 3-76 *Device Manager Window*

   The computer uses this new Network Connection to connect to the internet. If for some reason the device looses internet connection, unplug the USB cable and repeat steps 2 through 6.

To use MC35 as a modem using Bluetooth:

1. Ensure that the device is not connected to your computer.

2. Tap **Start > Programs > Internet Sharing**.
3. In the **PC Connection** list, select Bluetooth PAN.
4. In the **Network Connection** list, select the connection type.

   Select the network connection that the device should use to connect to the Internet.
5. Tap **Connect**.
6. On your computer, setup a Bluetooth PAN with your device.
   a. Select **Start** > **Control Panel** > **Network Connections**.
   b. Under **Personal Area Network**, select **Bluetooth Network Connection** icon.
   c. Under **Network Tasks**, select **View Bluetooth network devices**.
   d. In the **Bluetooth Personal Area Network Devices** window select your device.
   e. Click **Connect**.

The computer connects to the device via Bluetooth.

NOTE If your computer is Bluetooth-enabled and you select Bluetooth as the PC connection, you must initiate and complete the Bluetooth PAN partnership before Internet Sharing will work. For more information, refer to Windows Help and Support.

Chapter 4 Office Mobile Applications

Introduction

This chapter describes the following Microsoft applications:

- Excel Mobile
- OneNote Mobile
- PowerPoint Mobile
- Word Mobile

Microsoft Office Mobile includes the mobile versions of the popular Word, Excel, and PowerPoint programs. With these mobile programs, you maintain a productive work schedule even while on-the-go.

Excel Mobile

Excel Mobile works with Microsoft Excel on a host computer to provide easy access to copies of workbooks. Create new workbooks on the device, or copy workbooks from the host computer to the device. Synchronize workbooks between the host computer and the device to have up-to-date content in both locations.

Excel Mobile lists the files stored on the device. Tap a file in the list to open it. To delete, make copies of, or send a file, tap and hold a file in the list, then select the appropriate action from the pop-up menu.

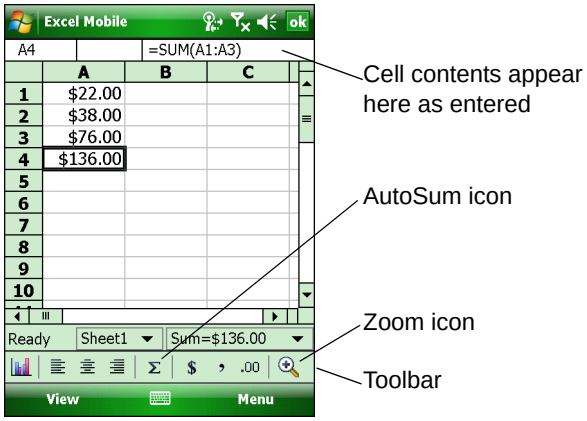


Figure 4-1 *Excel Mobile Window*

Tips for Working in Excel Mobile

When working in large worksheets in Excel Mobile:

- To toggle the toolbar on and off, tap **View** > **Toolbar**. The toolbar provides fundamental spreadsheet tools, such as formulas, functions, sorting, and filtering.
- To view in full-screen mode to see as much of the worksheet as possible, tap **View** > **Full Screen**. To exit full-screen mode, tap **View** > **Full Screen** again.

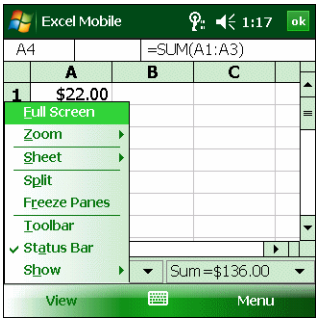


Figure 4-2 *View Menu*

- To change the zoom magnification, tap **View** > **Zoom**. Select the percentage. Select a higher percentage to enter data and a lower one to see more of the workbook.
- Show and hide window elements. Tap **View** > **Show**, then select the elements to show or hide.
- Freeze panes on a worksheet. First select the cell to freeze panes. Tap **View** > **Freeze Panes**. Freeze the top and leftmost panes in a worksheet to keep row and column labels visible when scrolling through a sheet.
- Split panes to view different areas of a large worksheet. Tap **View** > **Split**. Drag the split bar to the desired location. To remove the split, tap **View** > **Remove Split**.

Creating a Workbook

To create a new workbook in Excel Mobile, such as an expense report or mileage log:

1. Tap **Start** > **Office Mobile** > **Excel Mobile**.
2. Tap **New**. If using a template for new workbooks, that template appears with appropriate formatting applied. See *Configuring Files on page 4-7* to use a template.

3. Enter information in the desired cells using the input panel.
4. To format the workbook, see *Formatting Workbooks on page 4-4*.
5. Tap **ok** to close the workbook and save it under an Excel-assigned name. To save the workbook under a custom name or in a specific folder, tap **Menu** > **File** > **Save As...** .

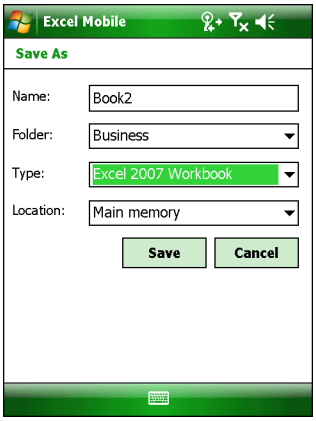


Figure 4-3 *Saving a Workbook*

6. Enter the new name in the **Name:** text box.
7. To move the file to a different folder, in the **Folder:** drop-down list, select the new folder.
8. In the **Type:** drop-down list, select the file type. Excel Mobile supports a variety of formats, including Excel workbooks and templates.
9. In the **Location:** drop-down list, select where to save the workbook (in main memory, in the Application folder, or cache disk).
10. Tap **Save**.
11. Tap **ok**.

Editing a Workbook

To make changes to a workbook:

1. Tap **Start** > **Office Mobile** > **Excel Mobile**.
2. Tap the workbook in the list to open it.
3. Make the changes.
4. To rename and/or move a file, tap **Menu** > **File** > **Rename/Move...** .

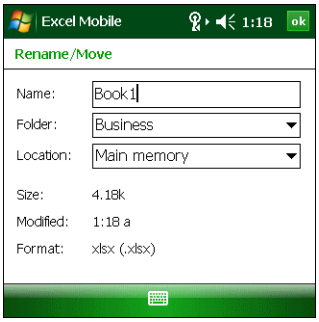


Figure 4-4 *Renaming and Moving a File*

5. Enter the new name in the **Name:** text box.
6. To move the file to a different folder, in the **Folder:** drop-down list, select the new folder.
7. In the **Location:** drop-down list, select where to save the file (in main memory, in the Application folder, or cache disk).
8. Tap **ok**.
9. Tap **ok** to close the file.

Deleting a Workbook

To delete a workbook:

1. Tap **Start** > **Office Mobile** > **Excel Mobile**.
2. Tap and hold the workbook in the list and select **Delete** from the pop-up menu, or tap the workbook to open it and tap **Menu** > **File** > **Delete**.

Beaming Workbooks

To beam a workbook to another device:

1. Tap **Start** > **Office Mobile** > **Excel Mobile**.
2. Align the infrared ports on the devices.
3. Tap and hold the workbook and select **Beam File...**, or select the workbook and tap **Menu** > **Beam File**... .

   To beam several workbooks, tap, drag, and hold to select the workbooks, then select **Beam File...** .
4. Select **Infrared** in the **To beam, select a device** field. After sending the file a message appears indicating successful data transfer.

Formatting Workbooks

To format a workbook:

1. Tap **Start** > **Office Mobile** > **Excel Mobile**.
2. Tap a workbook in the list to open it.
3. Select a cell.
4. Tap **Menu** > **Format** > **Cells...** .

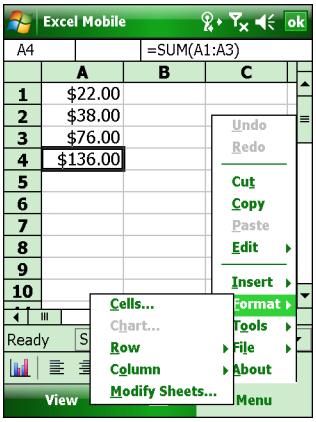


Figure 4-5 *Excel Mobile Format Menu*

5. Use the five **Format Cells** tabs to format cells in a similar manner as in Microsoft Excel on the desktop computer.
6. To hide a row or column, select a cell in that row or column. Tap **Menu** > **Format** > **Row** or **Column** > **Hide**. To show a hidden row or column, select the surrounding rows or columns, then tap **Menu** > **Format** > **Row** or **Column** > **Unhide**.
7. To arrange sheets within a workbook, tap **Menu** > **Format** > **Modify Sheets...** .

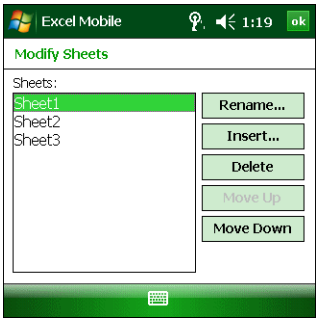


Figure 4-6 *Modifying Sheets*

8. To rename a sheet, tap the sheet, then tap **Rename...** . Enter a new name for the sheet.
9. To insert a new sheet, tap **Insert...** , and enter a name for the sheet.
10. To delete a sheet, tap the sheet, then tap **Delete**.
11. To reorder sheets, tap each sheet, then tap **Move Up** or **Move Down** as needed.
12. Tap **ok**.
13. To insert rows or columns, tap **Menu** > **Insert** > **Cells...** .

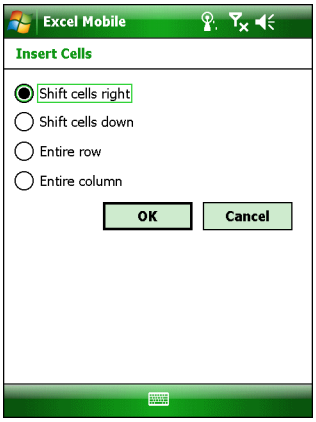


Figure 4-7 *Inserting Cells*

14. Select a radio button to indicate whether to shift the selected cell up or down, or insert an entire row or column.
15. Tap **OK**.
16. To delete rows or columns, tap and hold and cell or drag and hold a row or column, then select **Delete Cells...** .

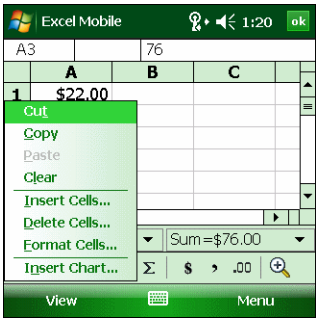


Figure 4-8 *Deleting Cells*

Finding and Replacing Text

To search a workbook for text:

1. Tap **Start** > **Office Mobile** > **Excel Mobile**.
2. Tap a workbook in the list to open it.
3. Tap **Menu** > **Edit** > **Find/Replace...** .

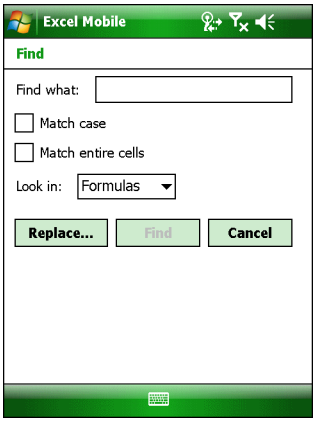


Figure 4-9 *Finding and Replacing Text*

4. Enter the data to find in the **Find what:** text box.
5. To replace this data with new data in the workbook, tap **Replace...** and enter the new data in the **Replace with:** text box.
6. Select the **Match case** check box to find data using the same case specified.
7. Select the **Match entire cells** check box to search for entire cell content.
8. Select **Values** or **Formulas** from the **Look in:** drop-down list to indicate the type of information desired.
9. Tap **Find**. Upon locating the data, select whether to replace the data with the new data, or to search for the next instance.

Configuring Files

To configure how files are created and saved in Excel Mobile:

1. Tap **Start** > **Office Mobile** > **Excel Mobile**.
2. Tap **Menu** > **Options...** .

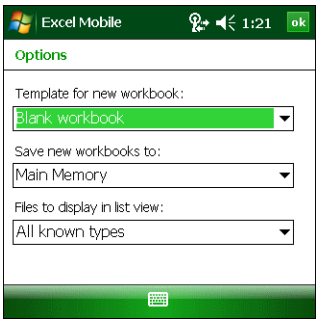


Figure 4-10 *Configuring Files*

3. In the **Template for new workbook:** drop-down list, select which template to use as a default when creating a workbook.
4. In the **Save new workbooks to:** drop-down list, select where to save the workbook (in main memory or in the Application folder).
5. In the **Files to display in list view:** drop-down list, select the types of files to appear in the file list.

6. Tap **ok**.

For more information on using Excel Mobile, tap **Start** > **Help**.

OneNote Mobile

OneNote Mobile offers much of the basic functionality for taking notes on your mobile device. The **OneNote Mobile** features that are available to you are listed below. The main benefit of **OneNote Mobile** is to take notes on the go.

To open **OneNote Mobile** tap **Start** > **Office Mobile** > **OneNote Mobile**.

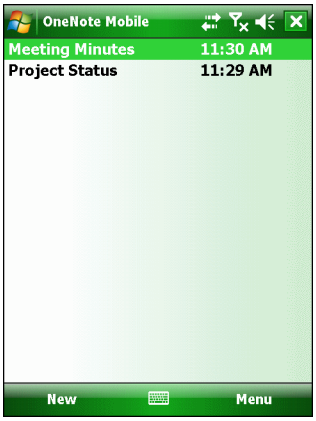


Figure 4-11 *OneNote Mobile Window*

Create New Note

In the **OneNote Mobile** window, tap **New**.

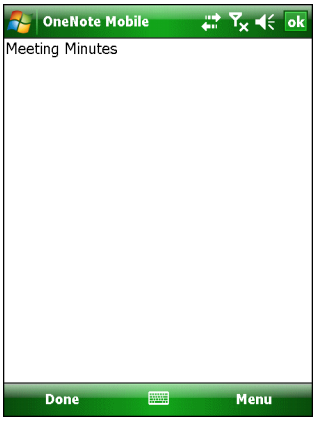


Figure 4-12 *Enter Notes*

Start typing notes on your device.

While taking notes, you can undo a mistake by selecting **Menu** > **Undo**.

NOTE The first line of text that you type is the filename for this note. You can change the file names in the **OneNote Mobile** window list by renaming the notes in the list.

When you finish taking notes, tap **Done**. **OneNote Mobile** returns to the **OneNote Mobile** window list.

It is not necessary to explicitly save your notes. **OneNote Mobile** continuously saves changes to the current note while you are editing it, and changes are also saved when you close a note.

Open or Close a Note

To open a note for reading or editing:

In the **OneNote Mobile** window list, select the note that you want to open.

To close a note and return to the **OneNote Mobile** window list tap **Done**.

Rename a Note

In the **OneNote Mobile** window list, select the note that you want to rename.

Tap **Menu** > **Rename**.

Delete a Note

In the **OneNote Mobile** window list, select the note that you want to delete.

Tap **Menu** > **Delete**.

Sort Notes

When you finish reading or editing a note close it and return to the **OneNote Mobile** window list.

Tap **Menu** > **Options**.

Select the sort criteria that you want (**Name** or **Date modified**), and then tap **Done**.

Add Text Formatting to Notes

In **OneNote Mobile**, you can format text as bold, italic, underline, and strikethrough, just as you can in a word-processing program. You can also create bulleted and numbered lists and insert hyperlinks to Web sites.

Formatting Text

Place the cursor in the middle of the word that you want to format.

Tap **Menu** > **Format**, and then select the formatting style that you want.

To clear all formatting for the selected text, select **Clear All** on the **Format** menu.

Create a Numbered List

Place the cursor where you want the list to begin.

Tap **Menu** > **List**, and then select **Numbered**.

To clear the numbered list formatting, place the cursor on any list item, and then select **Clear All** on the **List** menu.

Create a Bulleted List

Place the cursor where you want the list to begin.

Tap **Menu** > **List**, and then select **Bulleted**.

To clear the bulleted list formatting, place the cursor on any list item, and then select **Clear All** on the **List** menu.

Create a Hyperlink

While editing a note, type the Internet address that the hyperlink should point to. For example, to create a hyperlink to the Motorola Web site, type http://www.motorola.com.

To open a hyperlink in a note, tap on the link or place the cursor anywhere in the link, and then press the **Enter** key.

Add a Picture or an Audio Recording

In **OneNote Mobile**, you can insert into your notes any images that you have captured with (or transferred to) your mobile device, and you can record audio notes and place them in your written notes.

Insert a Picture

Tap **Menu** > **Insert Picture**.

Select the picture that you want to insert, and then tap **Insert**. The picture appears in the note.

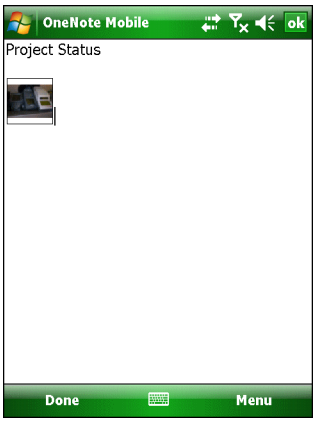


Figure 4-13 *Insert a Picture*

Insert an Audio Recording

You can take audio notes by using the microphone in your device and link the audio notes to your written notes. This is especially useful when you need to capture a lot of information, but typing on your mobile device proves too cumbersome.

Tap **Menu** > **Insert Recording**.

To begin recording audio notes, tap **Record** (red circle) button.

To stop recording tap **OK** button. The audio icon appears in the note.

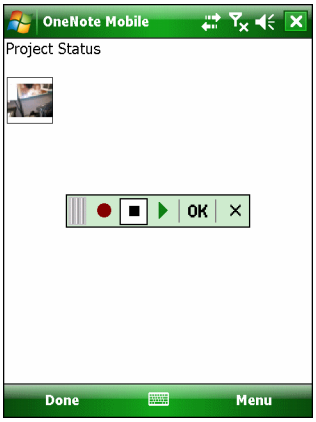


Figure 4-14 *Insert an Audio Recording*

Play back an Audio Recording

In your notes, tap the audio recording icon.

PowerPoint Mobile

Use **PowerPoint Mobile** to view slide show presentations. You can download slide show presentations from a storage card, company network, internet, e-mail attachment or obtained by synchronizing with your personal computer.

To open **PowerPoint Mobile** tap **Start** > **Office Mobile** > **PowerPoint Mobile**.

Getting Slide Shows onto Your Device

You can download **PowerPoint** files from a memory card or the Web to your computer, then synchronize them with your device. To do so, you need to activate your device (you only need to activate it once), then set up synchronization for files in **ActiveSync**.

To get slide show presentation onto your device:

1. Open **ActiveSync** on your computer.
2. Use **Windows Explorer** on your computer to locate the **PowerPoint Mobile** folder and the **Pocket PC My Documents** folder.
3. Use **ActiveSync** to download the files from your computer to your device as described in the Read Me file in the **PowerPoint Mobile** folder.

Using PowerPoint Mobile

PowerPoint Mobile contains a list of files stored on your device. The file list is the default screen when you open **PowerPoint Mobile**.

To open a **PowerPoint** presentation:

1. Tap **Start** > **Office Mobile** > **PowerPoint Mobile**.

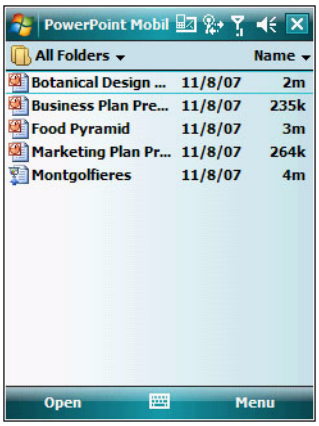


Figure 4-15 *PowerPoint Mobile Window*

2. Tap the slide show you want to view.

3. Tap the current slide to advance to the next slide.

To stop a slide show presentation:

In a **PowerPoint Mobile** presentation, tap and hold , then tap **End Show**.

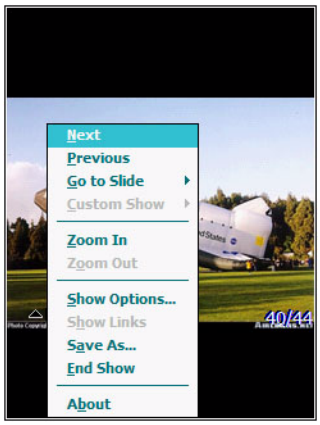


Figure 4-16 *PowerPoint Mobile Menu*

To change the slide show presentation:

1. In a **PowerPoint Mobile** presentation, tap and hold , then tap **Show Options**.
2. Tap the **Orientation** tab, then select the orientation.

To navigate between slides:

1. In a **PowerPoint Mobile** presentation, tap and hold the , then tap **Go to Slide**.
2. Tap the slide you want to view.

Setting the Slide Show Playback Options

You can change the **PowerPoint** presentation settings to turn off animation, prevent slide show transitions from playing, or set time interval between each slide.

To set the slide show playback options:

1. In a **PowerPoint Mobile** presentation, tap and hold the , then tap **Show Options**.

2. Tap the **Playback** tab; select the **Override playback options for all files** check box.
3. Perform any of the following:
   a. Select the **Show without animation** option to turn off builds and other animations.
   b. Select the **Show without slide transition** option to prevent slide transitions from playing.
   c. Select the **Use slide timings, if present** option to use the timings recorded with each slide in a presentation.
   d. Select the **Loop continuously** option to automatically advance to the first slide after the last slide in a presentation.
   e. Select the **Show without media** option to
4. Tap **ok**.

Sending a PowerPoint File

You can send a **PowerPoint** file to another person either by e-mail or by beaming it to that person's IR- or Bluetooth-enabled device.

NOTE You must first set up an e-mail account on your device before you can send a **PowerPoint** file by e-mail.

To beam a **PowerPoint** file:

1. In the **PowerPoint** document list, tap and hold the document.
2. Tap **Beam File** on the pop-up menu.
3. Perform one of the following:
   a. Select a Bluetooth-enabled device, then tap the **Tap to send** link.
   b. Align the IR port of your device with that of the other IR-enabled device so that they are unobstructed and within close range, then select the IR-enabled device and tap the **Tap to send** link.

To e-mail a **PowerPoint** file:

1. In the **PowerPoint** document list, tap and hold the document.
2. Tap **Send via E-mail** on the pop-up menu.
3. A new message screen in **Inbox** displays with the selected note shown as an attachment (*.pwi).
4. Proceed to completing the e-mail message.

Word Mobile

Word Mobile works with **Microsoft Word** on the host computer to provide access to copies of documents. Create new documents on the device, or copy documents from the host computer to the device. Synchronize documents between the host computer and the device so the most up-to-date information is available in both locations.

Word Mobile contains a list of the files stored on the device. Tap a file in the list to open it. To delete, make copies of, or send a file, tap and hold a file in the list. Then, select the appropriate action on the pop-up menu.

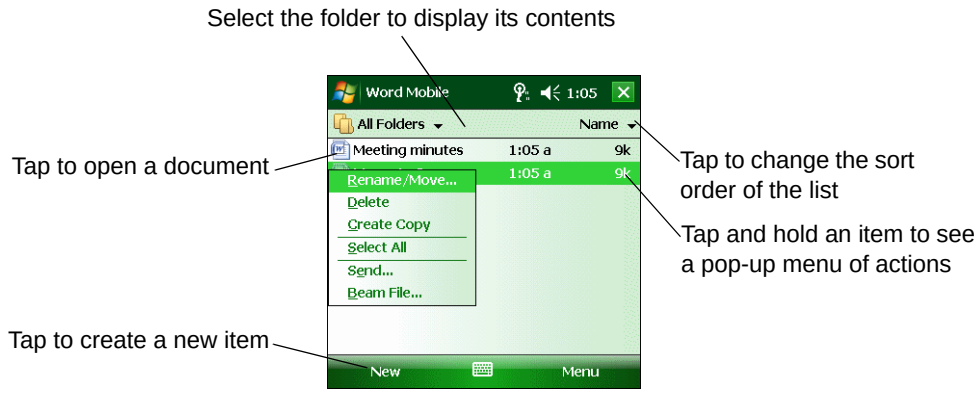


Figure 4-17 *Word Mobile Window*

Creating a Document

To create a new document in **Word Mobile**, such as a letter, meeting minutes, or a trip report:

1. Tap **Start** > **Programs** > **Word Mobile**.
2. Tap **New**. If using a template for new documents, that template appears with appropriate formatting applied. See *Configuring Files on page 4-20* to use a template.
3. To select the method of input, tap the arrow next to the **Input Method** icon, then select the input method. See *Entering Information on page 1-4*.

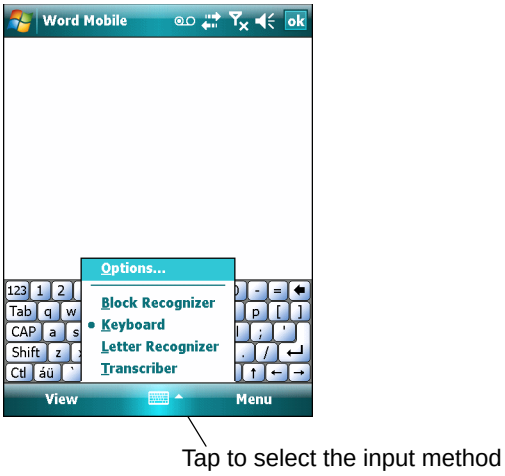


Figure 4-18 *Selecting an Input Method*

4. Enter information. See *Entering Information on page 1-4*.

5. Tap **View** > **Toolbar** to toggle the toolbar on and off. The toolbar provides similar formatting tools as in Microsoft Word on the host computer.
6. To format text, see *Formatting Text and Drawings on page 4-18*.
7. To change the zoom magnification, tap **View** > **Zoom**. Select the percentage. Select a higher percentage to enter text and a lower one to see more of the document.
8. Tap **ok** to close the document and save it under a Word-assigned name. To save the document under a custom name or in a specific folder:
9. Tap **Menu** > **File** > **Save As...** .

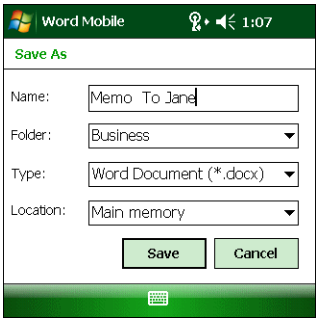


Figure 4-19 *Save As Window*

10. Enter the new name in the **Name:** text box.
11. To move the file to a different folder, in the **Folder:** drop-down list, select the new folder.
12. In the **Type:** drop-down list, select the file type. A variety of file formats is available, including Word (.doc), Rich Text Format (.rtf), and Plain Text (.txt).
13. In the **Location:** drop-down list, select where to save the document (in main memory, in the Application folder, or cache disk).
14. Tap **Save**.
15. Tap **ok**.

Editing a Document

To make changes to a document:

1. Tap **Start** > **Programs** > **Word Mobile**.
2. Tap the document in the list to open it.
3. Make the changes. If opening a Word document created on a host computer, tap **View** > **Wrap to Window** to see the entire document.
4. To rename and/or move a file, tap **Menu** > **File** > **Rename/Move...** .

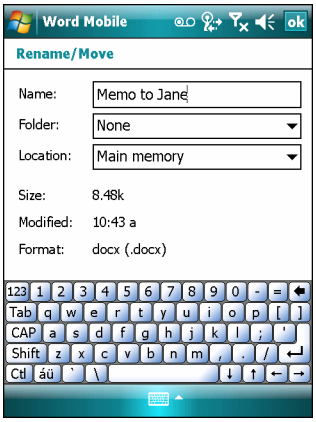


Figure 4-20 *Rename/Move Window*

5. Enter the new name in the **Name:** text box.
6. To move the file to a different folder, in the **Folder:** drop-down list, select the new folder.
7. In the **Location:** drop-down list, select where to save the file (in main memory, in the Application folder, or cache disk).
8. Tap **ok**.
9. Tap **ok** to close the file.

Deleting a Document

To delete a document:

1. Tap **Start** > **Programs** > **Word Mobile**.
2. Tap and hold the document in the list and select **Delete** from the pop-up menu, or select **Menu** > **Delete**.

Beaming Documents

To beam a document to another device:

1. Tap **Start** > **Programs** > **Word Mobile.**
2. Align the infrared ports on the devices.
3. Tap and hold the document and select **Beam File...**, or select the document and tap **Menu** > **File** > **Beam...** . To beam several documents, tap, drag, and hold to select the documents, then select **Beam File...** .
4. Select **Infrared** in the **To beam, select a device** field. After sending the file a message appears indicating successful data transfer.

Formatting Text and Drawings

To format text or a drawing:

1. Tap **Start** > **Programs** > **Word Mobile**.
2. Tap a document in the list to open it.

3. Select the text or drawing. To select text, drag the stylus across the text. To select a drawing, tap **Menu** > **Draw** and drag the stylus over the drawing.
4. Tap **Menu** > **Format** > **Font...** .

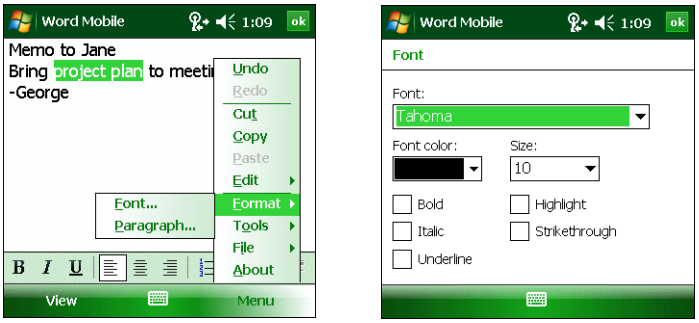


Figure 4-21 *Formatting Text and Drawings*

5. If formatting text, select the **Font:** and font **Size:** from the drop-down lists.
6. To change the color of the font or line, select a color from the **Font color:** drop-down list.
7. If formatting a drawing, select a fill color from the **Fill color:** drop-down list.
8. If formatting text, select the appropriate check boxes to bold, italicize, underline, highlight, or strike through the selected text.
9. Tap **ok**.

Formatting Paragraphs

To format a paragraph:

1. Tap **Start** > **Programs** > **Word Mobile**.
2. Tap a document in the list to open it.
3. Select the text or paragraph.
4. Tap **Menu** > **Format** > **Paragraph...** .

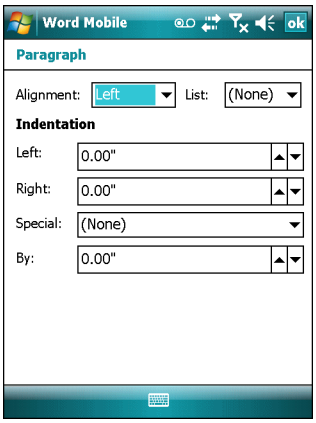


Figure 4-22 *Formatting Paragraphs*

5. Select whether to left-align, right-align, or center the paragraph using the **Alignment:** drop-down list.

6. Select an item in the **List:** drop-down list to bullet or number the selected text.
7. Under **Indentation**, use the up and down arrows to add indentation to text as needed.

Finding and Replacing Text

To search a document for text:

1. Tap **Start** > **Programs** > **Word Mobile**.
2. Tap a document in the list to open it.
3. Tap **Menu** > **Edit** > **Find/Replace**.

Figure 4-23 *Finding Text*

4. Enter the text to find in the **Find what:** text box.
5. To replace this text with new text in the document, tap **Replace...** and enter the new text in the **Replace with:** text box.
6. Select the **Match case** check box to find text using the same case specified.
7. Select the **Match whole words only** check box to find whole words.
8. Tap **Find**. Upon locating the text, select whether to replace the text with the new text, or to search for the next instance.

Configuring Files

To configure how files are created and saved in **Word Mobile**:

1. Tap **Start** > **Programs** > **Word Mobile**.
2. Tap **Menu** > **Options...** .

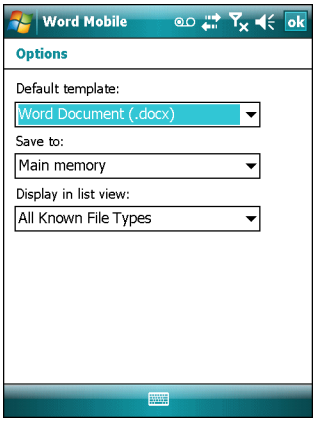


Figure 4-24 *Word Mobile Options Window*

3. In the **Default template:** drop-down list, select which template to use as a default when creating a document.
4. In the **Save to:** drop-down list, select where to save the document (in main memory, in the Application folder, or cache disk).
5. In the **Display in list view:** drop-down list, select the types of files to appear in the file list.
6. Tap **ok**.

For more information on using Word Mobile, tap **Start** > **Help**.

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